

**Table of Contents**

[**1.** **VISION** **AND** **MISSION**. 13](#_Toc155733784)

[**2. OPERATING POLICIES.** 13](#_Toc155733785)

[2.1. Overview. 13](#_Toc155733786)

[2.2. Policy and Procedure Approval Process. 13](#_Toc155733787)

[2.3. Policy Maintenance. 2](#_Toc155733788)

[2.4. Scope. 2](#_Toc155733789)

[2.5. Exception to Policy. 2](#_Toc155733790)

[**3. GOVERNANCE.** 3](#_Toc155733791)

[3.1. Documents. 3](#_Toc155733792)

[3.2. Oversight. 3](#_Toc155733793)

[**4. ADMINISTRATIVE COUNCIL.** 3](#_Toc155733794)

[4.1. The Administrative Council duties 4](#_Toc155733795)

[4.2. Membership. 4](#_Toc155733796)

[4.3. Meetings. 5](#_Toc155733797)

[**5. NURTURE.** 6](#_Toc155733798)

[5.1. Christian Education. 6](#_Toc155733799)

[5.1.1. Mission. 6](#_Toc155733800)

[5.1.2.Responsibilities 6](#_Toc155733801)

[5.1.3. Teacher/Facilitator Recruitment Process 7](#_Toc155733802)

[5.1.4. Children’s Church. 8](#_Toc155733802)

[5.1.5. Bible Study. 8](#_Toc155733804)

[5.1.6. Sunday School. 9](#_Toc155733805)

[5.1.7. Confirmation. 10](#_Toc155733806)

[5.1.8. Vacation Bible School (VBS). 12](#_Toc155733807)

[5.1.9. Upper Room 12](#_Toc155733808)

[5.2. New Members. 13](#_Toc155733809)

[5.3. Married Couples Ministry 13](#_Toc155733810)

[5.4. Focused Small Ministries. 14](#_Toc155733811)

[5.4.1. The Youth Council 14](#_Toc155733812)

[5.4.2. Young Adults Ministry 14](#_Toc155733813)

i

[5.4.3. Singles Ministry 14](#_Toc155733814)

[5.4.4. Jolly Seniors Ministry 14](#_Toc155733815)

[5.4.5. Children’s Ministry 14](#_Toc155733816)

[**6. OUTREACH.** 14](#_Toc155733817)

[6.1. Higher Education 14](#_Toc155733818)

[6.2. United Methodist Men (UMM) 15](#_Toc155733819)

[6.3. United Women In Faith (UWF) 16](#_Toc155733820)

[6.4. Threads of Love Needle Arts Ministry 17](#_Toc155733821)

[6.5. Missions Ministry 18](#_Toc155733822)

[6.6. Nurses Guild/Health Ministry 18](#_Toc155733823)

[6.7. Nutrition Ministry 18](#_Toc155733824)

[6.8. Veterans Ministry 18](#_Toc155733825)

[**7. WITNESS** 18](#_Toc155733826)

[7.1. Archives and History. 18](#_Toc155733827)

[7.2. Care and Visitation. 19](#_Toc155733828)

[7.3. Evangelism. 20](#_Toc155733829)

[7.4. Marketing / Media / Public Relations. 20](#_Toc155733830)

[7.5. Prayer Warriors. 20](#_Toc155733831)

[7.6. Stephens Ministry. 21](#_Toc155733832)

[7.7. Transportation Ministry. 21](#_Toc155733833)

[**8. WORSHIP.** 22](#_Toc155733834)

[8.1. Communion Stewards. 22](#_Toc155733835)

[8.2. Greeters. 23](#_Toc155733836)

[8.3. Acolytes. 24](#_Toc155733837)

[8.4. Ushers. 24](#_Toc155733838)

[8.5. Music Ministry. 25](#_Toc155733839)

[8.6. Creative Expressions Ministry. 26](#_Toc155733840)

[8.7. Under the Influence of Christ Anointed Soles Dance Ministry (UIC Anointed Soles). 26](#_Toc155733841)

[**9. ADMINTRATIVE PROCEDURE.** 27](#_Toc155733842)

[9.1. Church Calendar. 27](#_Toc155733843)

[9.2. Meetings. 27](#_Toc155733844)

ii

[9.3. Mid-Year Review. 28](#_Toc155733845)

[9.4. Requirements. 28](#_Toc155733846)

[9.5. File Retention. 28](#_Toc155733847)

[9.6. Church Social Media. 29](#_Toc155733848)

[9.7. Computer Acceptable Use. 29](#_Toc155733849)

[9.8. New Ministry Proposals. 29](#_Toc155733850)

9.9. Photo/Video Release………………………………………………………………………………………………………..…29

9.10. Activity Wavier……….……………………………………………………………………………………….………………..29

[**10. FINANCE.** 30](#_Toc155733851)

[10.1. Financial Management. 30](#_Toc155733852)

[10.2. Donations.. 31](#_Toc155733853)

[10.3. Cash Management. 31](#_Toc155733854)

[10.4. Internal Reserves Funds. 31](#_Toc155733855)

[10.5. Electronic Funds Transfer and Automatic Payments.. 32](#_Toc155733856)

[10.6. Payment Validation. 32](#_Toc155733857)

[10.7. Payment Voucher. 32](#_Toc155733858)

[10.8. Reimbursable Expenses. 33](#_Toc155733859)

[10.9. Financial Planning/Budget. 34](#_Toc155733860)

[10.10. Stewardship. 34](#_Toc155733861)

[10.11. Church Credit Cards. 34](#_Toc155733862)

[10.12. Benevolence. 34](#_Toc155733863)

10.13. Check Policy…………………….…………………………………..….……………………………………………………. 38

[**11. TRUSTEES.** 40](#_Toc155733865)

[11.1. Church Buses. 40](#_Toc155733866)

[11.2. Signs/Message Boards. 44](#_Toc155733867)

[11.3. Facilities Use. 44](#_Toc155733868)

[11.3.1. General. 44](#_Toc155733869)

[11.3.2. Church Storage Closets. 46](#_Toc155733870)

[11.3.3. Kitchen Use Procedures. 46](#_Toc155733871)

[11.3.4. Scheduling and Reservations 47](#_Toc155733872)

[11.3.5. Contract Use of Wesley Chapel UMC Facilities and Resources. 48](#_Toc155733873)

[11.3.5.1. Wedding/Vow Renewals 48](#_Toc155733874)

iii

[11.3.5.2. Funerals/Memorials and Repast 48](#_Toc155733875)

[11.3.5.3. Other Events 49](#_Toc155733876)

[11.3.5.4. Rental of Tables and Chairs 49](#_Toc155733877)

[11.3.6. Musical Instruments, Media, Sound, and Technical Resources. 49](#_Toc155733878)

[11.3.7. Overnight Accommodations 49](#_Toc155733879)

[11.4. Church Security Team. 49](#_Toc155733880)

[11.5. Asset Management. 50](#_Toc155733881)

[11.5.1. Purpose. 50](#_Toc155733882)

[11.5.2. Responsibilities. 50](#_Toc155733883)

[11.5.3. Asset Management Policy and Procedures. 50](#_Toc155733884)

[11.5.3.1. General 50](#_Toc155733885)

[11.5.3.2. Acquisition 50](#_Toc155733886)

[11.5.3.3. Asset Register 51](#_Toc155733887)

[11.5.3.4. Acceptance of Donated Equipment 51](#_Toc155733888)

[11.5.3.5. Disposal of Equipment/Property 51](#_Toc155733889)

[**12. STAFF PARISH RELATIONS COMMITTEE (SPRC).** 52](#_Toc155733890)

[12.1. Employment Statement 52](#_Toc155733891)

[12.2. Compensation. 54](#_Toc155733892)

[12.3. Workplace Guidelines. 54](#_Toc155733893)

[12.4. Performance Evaluations. 57](#_Toc155733894)

[12.5. Independent Contractor Agreements. 57](#_Toc155733895)

[**13. ENDOWMENT FUND. 57**](#_Toc155733896)

[**14. RISK MANAGEMENT POLICY. 58**](#_Toc155733897)

[14.1. Purpose. 58](#_Toc155733898)

[14.3. Scope. 58](#_Toc155733899)

[14.4. Oversight. 58](#_Toc155733900)

[14.5. Reporting Risk and Claims. 58](#_Toc155733901)

[14.6. Risk Prevention. 59](#_Toc155733902)

[14.7. Related Policies. 59](#_Toc155733903)

[14.8. Risk Assessment. 59](#_Toc155733904)

[14.9. Governance-Level Reporting. 59](#_Toc155733905)

[14.10. Safe Sanctuary. 59](#_Toc155733906)

iv

**APPENDICES:**

[APPENDIX 2.1 Exception to Policy Request 61](#_Toc155733907)

[APPENDIX 4.1 Administrative Council Meeting Agenda 62](#_Toc155733908)

APPENDIX 5.1 [Christian Education Teacher/Facilitator Candidate Questionnaire](#_Christian_Education_Teacher/Facilit)……..….………… 63

APPENDIX 5.2 [Children’s Church And Nursery Procedures …………...…………………………..…………… 64](#_Toc155733909)

APPENDIX 9.1 [Activity Coordination Checklist 67](#_Toc155733910)

APPENDIX 9.2 [Set-Up Request Form 68](#_Toc155733911)

APPENDIX 9.3 [Attendance Sheet 69](#_Toc155733912)

[APPENDIX 9.4 Mid-Year Ministry Review 70](#_Toc155733913)

APPENDIX 9.5 [Leaders Covenant Commitment 7](#_Toc155733914)3

APPENDIX 9.6 [Accident Report 7](#_Toc155733915)4

APPENDIX 9.7 [Computer Acceptable Use Policy 75](#_Toc155733916)

APPENDIX 9.8 [New Ministry Proposal Packet](#_Toc155733917) 80

APPENDIX 9.9 [Photo/Video Release 83](#_APPENDIX_9.9_-)

[APPENDIX 9.10](#_APPENDIX_9.9_-) [Activity Waiver 84](#_APPENDIX_9-10_-)

APPENDIX 10.1 [Sunday Count Procedures 85](#_Toc155733918)

APPENDIX 10.2 [Monday Count Procedures](#_Toc155733919) 88

[APPENDIX 10.3 Benevolence Application](#_Toc155733920) 92

APPENDIX 10.4 [Payment Voucher 9](#_Toc155733921)5

APPENDIX 11.1 [Driver Application Form 9](#_Toc155733922)6

APPENDIX 11.2 [Trip Release and Liability Form 9](#_Toc155733923)7

APPENDIX 11.3 [Trip Permission Slip & Medical Release Form 9](#_Toc155733924)8

APPENDIX 11.4 Auto Accident Report [99](#_Toc155733925)

APPENDIX 11.4.1 [Passenger Vehicle Checklist…..……………………………………………………………](#_Toc155733926)…….. 100

APPENDIX 11.5 [Transportation Credit Card Policy User Agreement](#_Toc155733927) 101

APPENDIX 11.6 [Permanent Bus Riders Signup Form 102](#_Toc155733928)

APPENDIX 11.7 [Employee/Contractor Equipment Loan/Use Agreement 103](#_Toc155733929)

APPENDIX 11.8 [Weddings, Vow Renewals And Receptions Agreement 104](#_Toc155733930)

APPENDIX 11.9 [Funeral, Memorial Service And Repast Guidelines 108](#_Toc155733931)

APPENDIX 11.9.1 [Member Fee Sheet 111](#_Toc155733932)

APPENDIX 11.9.2 [Non-Members Fee Sheet 112](#_Toc155733933)

v

APPENDIX 11.9.3 [Member Agreement 113](#_Toc155733934)

APPENDIX 11.9.4 [Non-Member Agreement 115](#_Toc155733935)

APPENDIX 11.10 [Member Event Reservation Contract 117](#_Toc155733937)

APPENDIX 11.11 [Non-Member Event Reservation Contract 12](#_Toc155733938)0

APPENDIX 11.12 [Major Event Reservation Contract 123](#_Toc155733939)

APPENDIX 11.13 [Rental Contract For Tables And Chairs 126](file:///G:\Wesley%20Chapel%20UMC%20Policy%20and%20Procedure%20Manual%20(Dec%202023%20Revision%20-%20Final%20with%20Voucher)%20-UPDATE.docx#_Toc155733940)

APPENDIX 11.14 [Church Security Plan 127](#_Toc155733941)

[APPENDIX 11.14.1](#_APPENDIX_11.14.1) Ministry Risk Management Checklist (Security) ….……………..……………………… 128

APPENDIX 12.1 [Personnel Handbook 133](#_Toc155733942)

APPENDIX 14.1 [Safe Sanctuary Policy 1](#_Toc155733999)62

vi

**REVISION RECORD**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rev.# | Pg. # | Section/  Item # | Effective Date | Revision Description |
| 1 | 7 | 5.1.3.2. e. | 4/11/23 | Adds Easter; Deletes unnecessary wording |
| 2 | 7 | 5.1.4. | 4/11/23 | Deletes unnecessary wording |
| 3 | 8 | 5.1.5. | 4/11/23 | Specifies Sunday School is Sunday mornings. |
| 4 | 8 | 5.1.5.2. c. | 4/11/23 | Clarifies that teachers and facilitators require background checks. |
| 5 | 8 | 5.1.5.2. d. | 4/11/23 | Removed “qualities” with “quantities”. |
| 6 | 15 | 6.2.2.4 | 4/11/23 | Delete meeting month exceptions |
| 7 | 25 | 8.5 | 4/11/23 | Changed title to Director of Music Ministry |
| 8 | 28 | 9.4.6 | 4/11/23 | New – Establishes requirements for accident report |
| 9 | 35 | 10.12.3.1.a | 4/11/23 | Removes Finance Appointee from Membership Composition |
| 10 | 35 | 10.12.3.2.a | 4/11/23 | Gives Committee 2-3 days to contact applicants |
| 11 | 36 | 10.12.3.2.a | 4/11/23 | Adds electronic payment for utility companies |
| 12 | 41 | 11.1.1.4.k. | 4/11/23 | Adds Accident Report |
| 13 | 41 | 11.1.1.4.l. | 4/11/23 | Changes Appendix label to Appendix 11.4.1 |
| 14 | 48  49 | 11.3.5.2 | 4/11/23 | Changes support categories for Funerals to Members and Non-Members; deletes inactive member support |
| 15 | 63 | APP 5.1 | 4/11/23 | Opening / Para 2.B /Para 3 - clarity |
| 16 | 65 | APP 5.1  Para 10 | 4/11/23 | Complete sentence – add word allergies |
| 17 | 65 | APP 5.1  Para 12 | 4/11/23 | Corrections: “from” bed; Vacuum floors |
| 18 | 73 | APP 9.6 | 4/11/23 | Adds Accident Report |
| 19 | 74 | APP 9.7 | 4/11/23 | Changes Appendix Number |
| 20 | 79 | APP 9.8 | 4/11/23 | Changes Appendix Number |
| 21 | 96 | APP 11.4. | 4/11/23 | Adds Auto Accident Report |
| 22 | 97 | APP 11.4.1 | 4/11/23 | Changes Appendix Number |
| 23 | 101 | APP 11.8 | 4/11/23 | Adds Wedding/Vow Renewal/Rehearsal Contract |
| 24 | 105-112 | APP 11.9  (1-4) | 4/11/23 | Adds Funeral and Repast Contracts (Member/Non-Member Fees and Agreements) |
| 25 | 114 | APP 11.10 | 4/11/23 | Adds Member Event Contract |
| 26 | 117 | APP 11.11 | 4/11/23 | Adds Non-Member Event Contract |
| 27 | 120 | APP 11.12 | 4/11/23 | Adds Major Event Contract |
| 28 | 123 | APP 11.13 | 4/11/23 | Adds Table and Chair Rental Contract |
| 29 | 130-158 | APP 12.1 | 4/11/23 | Adds Personnel Handbook |
| 30 | 67 | APP 9.1 | 8/9/23 | Adds question on temporary online giving categories |
| 31 | 28 | 9.4.2 | 12/13/2023 | Adds Church funding of background checks |
| 32 | 35&36 | 10.12.3.2.a | 12/13/2023 | New General Procedures for Benevolence Applications |
| 33 | 67 | APP 9.1 | 12/13/2023 | Adds Security to the Church servants list |
| 34 | 68 | APP 9.2 | 12/13/2023 | Adds a walk-through requirement prior to set-up |

vii

**REVISION RECORD**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rev.# | Pg. # | Section/  Item # | Effective Date | Revision Description |
| 35 | 82 & 83 | APP 10.1 | 12/13/2023 | Update of Sunday Count Procedures |
| 36 | 85 & 89 | APP 10.2 | 12/13/2023 | Update of Monday Count Procedures |
| 37 | 90 | APP 10.3 | 12/13/2023 | Benevolence Application instructions updated |
| 38 | 156 | APP 12.1 | 12/13/2023 | Require background checks for Counters to match 9.4.2 |
| 39 | 7 | 5.1.3 |  | Establishes a Teacher/Facilitator Recruitment Process |
| 40 | 63 | APP 5.1 |  | Teacher/Facilitator Questionnaire |
|  | 29 | 9.9 |  | Adds the Photo / Video Release to Requirements |
|  | 29 | 9.10 |  | Adds the Activity Wavier to Requirements |
|  | 31 | 10.2 |  | Updates the TXt to Give #/Adds 5 Ways to Give Pic |
|  | 83 | APP 9.9 |  | Adds the Photo / Video Release |
|  | 84 | APP 9.10 |  | Adds the Activity Wavier |
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viii

**DEFINITIONS**

The following words/terms/abbreviations, when used in this Manual shall have the following meanings:

“UMC” – United Methodist Church.

“Admin”/”Council” – Administrative Council. Referring to the managing body of Wesley Chapel.

“NOWW” – Refers to the ministry arms of the church, Nurture, Outreach, Worship and Witness. Also collectively referred to as branch(es).

“Lead Pastor” – The pastor appointed by the conference to lead Wesley Chapel UMC.

“TBP” – To Be Published.

viii

**POLICY RESPONSIBILITY**

This summarized the leadership team responsible for each paragraph of this Manual. Unless indicated associated appendices are that team’s responsibility, as well:

**1. VISION AND MISSION** ………………………………………………………………………… Administrative Council

**2. OPERATING POLICIES** ………….…..………………………………………………………… Administrative Council

**3. GOVERNANCE** ………….…..…………………………………………………………………… Administrative Council

**4. ADMINISTRATIVE COUNCIL** ……..………………………………………………………… Administrative Council

**5. NURTURE** ………….……………………………………………………………………………..… NOWW

**6. OUTREACH** ……………………………………………………………………………………….. NOWW

**7. WITNESS** ………………………….……………………………………………………………….. NOWW

**8. WORSHIP** ………………………….………………………….…………………………………… NOWW

**9. ADMINISTRATIVE** **PROCEDURE** ……………………………….……………………… Administrative Assistance

**10. FINANCE** ………………………………………………………………………………………….. Finance Committee

**11. TRUSTEE BOARD** ……………………………………………………………………………… Trustee Board

**11.3.3. Kitchen Use Procedures** …………………………………………….………. Nutrition Ministry

**12. STAFF PARISH RELATIONS COMMITTEE** ……………………………………….… SPRC

**13. ENDOWMENT FUND** ………………………………………………………………………. Stewardship

**14. RISK MANAGEMENT** ……………………………….……………………………………… Finance Committee

**14.10. Safe Sanctuary** …………….…………………………………………………….. Lay Leader

**APPENDIX 9.6 Computer Acceptable Use** …………………………………………… Technology

**APPENDIX 11.7 Employee/Contractor Equipment Loan/** ……..……………… Technology

**Use Agreement**

ix

# 

# 1. VISION AND MISSION.

**1.1. Vision** - Wesley Chapel United Methodist Church (UMC) aims to be a beacon of light for the whole person, mind, body, and spirit. Focused on sharing the Good News with everyone, by loving our neighbors, building faith in Christ, and giving hope to the community.

**1.2. Mission** - Wesley Chapel UMC, led by the Holy Spirit, is one body, welcoming the entire community for the making of disciples for Jesus Christ.

# 2. OPERATING POLICIES.

## **2.1. Overview**.

**2.1.1.** Wesley Chapel UMC follows the organizational design and structure of the “Methodist” church as described in The Book of Discipline of The United Methodist Church. The policies and procedures within this manual are intended to supplement the Discipline, not to modify it in any way. If there is any disagreement between the Discipline and any part of this manual, the Discipline takes precedence.

**2.1.2.** This manual is designed as a resource to help church leadership with the effective management of the church and its ministry, with decision-making, accountability, and to facilitate management of risks. This manual is adopted and administered by the Administrative Council. It assists Wesley Chapel UMC members, Pastors, and staff in fulfilling the mission of the church.

**2.1.3.** These policies should not be viewed as restrictions, but as guidelines, which are subject to change, as circumstances require.

**2.1.4.** This manual supersedes any previous policies and procedures, written or unwritten. Revisions will be recorded within.

## **2.2. Policy and Procedure Approval Process**.

**2.2.1.** Wesley Chapel UMC, under the leadership of the Administrative Council, reserves the right to establish, administer, revise, or rescind policies, guidelines, benefits, and procedures at any time.

**2.2.2.** Recommended policy changes may be submitted by any church member through an appropriate ministry branch, board, or committee or directly to the Administrative Council.

**2.2.2.1. New Polices and/or Procedures.** Drafters proposing new policies and procedures will gain sequence and numbering from the Administrative Council Secretary to use in the drafting process.

**2.2.2.2.** **Revisions to Existing Policies and Procedures.** Drafters proposing revision of existing policies and procedures will follow the assign numbering.

1

**2.2.3. Staffing.**

**2.2.3.1.** Recommended policy changes will be reviewed by subject matter experts prior to review by Administrative Council members. For example, if the recommended change is related to finance, then the Finance Committee, as the subject matter expert, will conduct the review. If not a viable change, the subject matter expert will recommend no action to Administrative Council. If viable, the resulting revision will be submitted to the Administrative Council for review.

**2.2.3.2.** Administrative Council will allow members a period to review recommended revisions and submit comments to subject matter experts. Upon conclusion of the review period, subject matter experts will present the final revision to Administrative Council with an approval recommendation.

## **2.3. Policy Maintenance**.

**2.3.1.** The first year after adoption of this Policy Manual there will be two (2) reviews, one in May and one in Nov, with the Council consideration for approval in June and December, respectively.   Thereafter this Policy Manual will be reviewed annually under the direction of the Administrative Council to determine if changes are required. Changes will be processed in accordance with [paragraph 2.2.](#_2.2.__Policy) above.

**2.3.2.** Revisions to this Policy Manual will be recorded on the Revision Record at the start of Manual reflecting the revision number(s), page(s), section/item number, date approved by Administrative Council and description.

**2.3.3.** Administrative Council will appoint a person responsible for maintaining the manual and determine the central repository for the file.

2.4. Scope. This policy manual applies to all Wesley Chapel UMC leaders and members.

## **2.5. Exception to Policy**.

**2.5.1.** Deviation from policy manual requires an approved exception to policy at least 7 days prior to execution of the change. Deviations shall use the Exception Request at [Appendix 2.1.](#_APPENDIX_2.1)

**2.5.2.** Administrative Council will be the approval authority for exception requests. They will accept all requests submitted, evaluate the requests to determine the validity, and approve/disapprove requests. The Council will also be the maintenance authority for this exception policy.

2

3. GOVERNANCE.Wesley Chapel UMC is governed through the cooperation and coordination of the Administrative Council, the Finance Committee, the Trustee Board, the SPRC, the Lead Pastor and the Lay, who together form the leadership of the church body. These leadership elements exercise oversight in the areas of decision making, accountability of church resources and effective management of the church and its ministries in the accomplishment of the Wesley Chapel UMC mission.

3.1. Documents. Wesley Chapel UMC utilizes in its governance the following:

**3.1.1. The *Wesley Chapel UMC Strategic Plan*** which provides the 10-year goals and objectives for the church.

**3.1.2. The *Wesley Chapel Policy and Procedure Manual*** (this document) which is the reference guide for the functions and operations of the church and a single repository for all church operational policies and procedures.

The Strategic Plan is not part of the Policy and Procedure Manual; however, it provides the core values, imperatives and objectives that drive leadership motivation. This Manual covers broad areas such as leadership, ministry/program, facilities, finances, governance, and general administration, and is supplemented by UMC instructional documents used by ministry areas.

3.2. Oversight. Church policy oversight for development and maintenance are outlined in the following leadership elements:

**3.2.1. Administrative Council** – responsible as outlined in paragraph 2. Operating Polices of this manual for approval and directing maintenance of administrative and ministry policy and of this manual.

**3.2.2. Finance Committee** – responsible for policy concerning financial accountability and stewardship.

**3.2.3. Trustee Board** – responsible for policy concerning church property use and accountability.

**3.2.3. Staff-Parish Relations Committee (SPRC)** – responsible for policy concerning church human relations practices and procedure.

# **4. ADMINISTRATIVE COUNCIL**.

The Administrative Council serves as the governing body that provides guidance and direction for Wesley Chapel UMC. The Administrative Council is the group that provides for planning and implementing a program of nurture, outreach, witness, worship, and resources in the church. It shall also provide for the administration of its organization and temporal life. The Council shall envision, plan, implement, and annually evaluate the mission and ministry of the church. All significant change in the church mission or in the roles of the church

3

committees and church staff members must be discussed with and approved by the

Administrative Council. The church admin council shall be amenable to and function as the

administrative agency of the charge conference. The Administrative Council works in concert with the other committees of the church.

4.1. The Administrative Council duties **also include:**

- Reviewing the membership of the church.

- Establishing the budget upon recommendation from the Finance Committee and ensuring adequate provision for the financial needs of the church.

- Recommending to the Charge Conference the salary and other remuneration of the pastor(s) and staff members upon the recommendations from the Staff-Parish Relations Committee (SPRC).

4.2. Membership. The Administrative Council and ministry leaders are nominated by the Nominations and Leadership Development Committee for a typical term of three years. Each ministry membership rotates in classes so that the entire committee does not turn over at once. Membership of the Administrative Council consists of a minimum of thirteen (13) and as many as fifteen (15) voting members, as deemed appropriate by the charge conference.

Administrative Council member and duties are:

- Administrative Council Chair – Presides over the monthly Admin Council meeting. Provides initiative, coordination, and collaborative leadership for the Admin Council. The Administrative Council Vice-Chair, a non-voting member, assumes the Chair in the absence of the Chair.

- Chair, Nurture Ministry – Provides education, worship, Christian formation, membership care, small groups, and stewardship for individuals and families of all ages; make home and hospital visits, send inspirational notes, cards, telephone calls; initiate email and telephone prayer chain and meal coordination; submit requests for Pastoral visits, take communion to shut-ins. All assistance is considered confidential.

- Chair, Outreach Ministry - The outreach team coordinates, plans, carries out, and evaluates the congregation’s outreach ministries, including missions, health and welfare, Christian unity and interreligious concerns, church and society issues, religion and race, and status and role of women.

- Chair, Witness Ministry – The witness team coordinates, plans, carries out, and evaluates the congregation’s witness ministries, helping all know and respond to the love of God in Christ. This includes planning evangelistic outreach and setting goals for congregational growth, visitation, and membership care.

- Chair, Worship Ministry – Coordinates worship support including the bulletin, hymns, ushers, liturgists, music, audio/visual, flowers, paraments/banners, and Communion.

Coordinates with the pastor and other ministry leaders for operational support.

4

- President, United Methodist Men – Declares the centrality of Christ in every man’s life leading to the spiritual growth of men and effective discipleship.

- President, United Women of Faith – Community of women whose purpose is to know God and to experience freedom as whole persons through Jesus Christ; to develop a creative, supportive fellowship; and to expand concepts of mission through participation in the global ministries of the church.

- Lay Leader - Functions as the primary representative of the church; works with the pastor to fulfill the mission and vision of the church. Has oversight and maintenance of Wesley Chapel UMC Safe Sanctuary Policy.

- Lay Member to the Annual Conference – Represents Wesley Chapel UMC at the annual conference; responsible in coordination with the Lead Pastor to inform the church of annual conference actions.

- Chair, Finance Committee – Proposes the budget for the Admin Council and formulate means to raise funds; manage/distributes financial resources to ministries to support and strengthen the mission and ministry of the church. The Financial Secretary records income and the Treasurer manages disbursements for expenses.

- Chair, The Board of Trustees – Responsible for the oversight, maintenance and improvements of the church building, and grounds; serve as the legal officers of the church; evaluates all legal contracts/agreements and/or assesses exposure to liability. Serves as the Risk Manager.

- Chair, Staff-Parish Relations Committee – Serves as the church’s human resources department; the liaison for all personnel activities, including hiring and disciplinary actions; assess job performance of the staff and pastor and consults with the District Superintendent, as necessary.

- The Lead Pastor.

- A Young Adult representative. Serves as the pulse of the young adult members of Wesley Chapel UMC and represents their view.

- A Representative of the United Methodist Youth – Represents the youth view.

\*The Treasurer is a member when the position is not held by an employee.

4.3. Meetings. The Administrative Council will meet on the 2nd Wednesday of each month at 7:00pm. Quarterly, the session will be in-person. Meeting dates and times will be captured on the church calendar. Call meetings may be initiated within 72-hours by the Administrative Council Chair, in coordination with the Pastor as circumstance dictate. The Council will use Roberts Rules of Order to facilitate meetings.

**4.3.1. Agenda.** Council meeting will follow the agenda at [APPENDIX 4.1](#_APPENDIX_4.1) Administrative Council Meeting Agenda.

5

**4.3.2. Attendance.** Members of the Council will attend each meeting or designate a fully briefed and knowledgeable representative to attend. Leaders expected to attend Council meetings are the Assistant Pastor, Stewardship Chair, Treasurer, Property Development Chair and the Council Secretary. All church members are encouraged to attend Administrative Council meetings.

**4.3.3. Quorum.** The members present and voting at any duly announced meeting shall constitute a quorum.

**4.3.4. Reports.** Council members will notify the Administrative Council Chair of any business they intend for the Council by submitting written reports one (1) week prior to the Council meeting. The actions to be considered should be clearly indicated. During the session members will only highlight reported items which require emphasis.

**4.3.5.** Meeting confirmations with the agenda, leader reports and platform, i.e., in-person or virtual via Zoom, will be sent via email to Council members and the congregation a minimum of two (2) days prior to the meeting.

# **5. NURTURE**.

## **5.1. Christian Education**.

5.1.1. Mission.To actively support spiritual formation and growth of children, youth, and adults through age-appropriate instruction, resources, and development opportunities. In doing so, we will fulfill our mission of Restoring People to Wholeness and making disciples for Jesus Christ. Opportunities include short-term and long-term classes for all age groups through Sunday School and weekday studies.

5.1.2. **Chair and Vice Chair Primary Responsibilities.**

**5.1.2.1.** To be familiar with basic teaching practices, methods of teacher training, curriculum and resources available, and other information that can assist the servants and staff who carry out the Spiritual formation of the church.

**5.1.2.2.** To adhere to Safe Sanctuary policies and practices.

**5.1.2.3.** To assist in developing the Christian Education budget and following the budgetary guidelines set by the church.

**5.1.2.4.** To recruit, train, and support servants to carry out teaching and leading Spiritual Formation of the church for all ages in accordance with paragraph [5.1.3](#_5.1.3.__Teacher/Facilitator).

**5.1.2.5.** To provide opportunities for Spiritual Formation including Sunday School classes, Bible studies, Tuesday nights, small groups, special events, retreats, and/or other gatherings for all ages of the church.

**5.1.2.6.** To network and communicate information concerning the studies and opportunities to the various groups within the church (e.g., Sunday School classes, Bible studies) as part of the education ministry.

**5.1.2.7.** To work with and develop a ministry team in Children’s Ministry.

6

**5.1.2.8.** To provide helpful materials for children during worship on Sunday mornings as needed.

**5.1.2.9.** To assist recruiting and resourcing the church’s Vacation Bible School (VBS) each summer, as well as providing support the week of VBS.

**5.1.2.10.** To work with the Youth Director to resource and develop Spiritual Formation opportunities for the youth in Sunday School, United Methodist Youth Fellowship, and other experiences.

**5.1.2.11**. To work with existing as well as create new adult Sunday School classes as opportunities arise.

**5.1.2.12.** To assist the Lead Pastor and New Member Committee as needed.

**5.1.2.13.** To ensure all adult staff and servants complete a background check and Safe Sanctuary training.

### 5.1.3. Teacher/Facilitator Recruitment Process. Teacher/Facilitator candidates for all Christian Education classes are required to express their belief about Jesus, their belief about the Bible, and submit three references or letters of recommendation.

**5.1.3.1. Rationale.** Knowing a person’s belief about Jesus and the Bible will increase the chances of the person understanding and teaching sound Christian doctrine. The three personal references will provide some insights into a person’s character and their teaching/facilitator skills.

**5.1.3.2. Procedure.** When recruiting a Teacher/Facilitator, the Christian Education Director or the Sunday School Superintendent will:

**5.1.3.2.a.** Conduct a quick interview with the candidate, using the following questions:

\*Why do you want to become a Sunday School Teacher/Facilitator?

\*What is your belief about Jesus?

\*What is your belief about the Bible?

**5.1.3.2.b.** Have the Teacher/Facilitator candidate to submit the name, telephone number and email address of three references or letters of recommendation based upon the following questions, and using [Appendix 5.1](#_Christian_Education_Teacher/Facilit) Teacher/Facilitator Candidate Questionnaire.

\*How long have you known \_\_\_\_\_\_?

\*Do you think \_\_\_\_\_\_ would be an effective Adult School Teacher/ Facilitator? Why or why not?

\*What else would you like for us to know about \_\_\_\_\_\_?

**5.1.3.2.c.** Select the qualified Teacher/Facilitator and submit them for Safe Sanctuary Training and a Background Check.

**5.1.3.2.d.** Submit the candidate’s name, interview summary and reference report/recommendations to the Lead Pastor who will meet with the candidate for final confirmation.

7

**5.1.3.2.d.** Submit the newly selected Teacher/Facilitator’s name to the Clergy Support person and the Nurture Chair who will inform the Administration Council.

### **5.1.4.** Children’s Church.

**5.1.4.1. Mission.** To make disciples of children for Jesus Christ by providing a safe, fun, and spiritual environment for the nurture and care of children 3 months to 10 years old during worship services, Bible teachings, and spiritual events attended by the parents of Wesley Chapel UMC. We support the parents in their spiritual walk with God.

**5.1.4.2. Children’s Church and Nursery Chair, Vice Chair, Teachers, and Helpers Responsibilities.**

5.1.4.2.a. To greet Children and parents with a smile.

5.1.4.2.b. To provide guidance to servants, parents, and children.

5.1.4.2.c. To maintain a safe environment.

5.1.4.2.d. To share creativity, teachings, and prays for ministry.

5.1.4.2.e. To attend meetings and assist with events related to the ministry (Easter, Christmas, etc.).

5.1.4.2.f. Chair and Vice Chair ensures teachers and helpers are available for classes; routinely reports to the Nurture Chair.

**5.1.4.3. Requirements.**

5.1.4.3.a. All leaders must have CPR/First Aid training, a background check, child abuse prevention class and Safe Sanctuary training.

5.1.4.3.b. Children’s Church Helpers must be 14-18 years of age; Nursery Helpers must be 17 years of age.

**5.1.4.4. Procedures.** See [Appendix5.2](#_CHILDREN’S_CHURCH_AND).

5.1.5. Bible Study.Wesley Chapel UMC offers several Bible Studies as part of its Christian education process aiming to help members grow spiritually in faith and increase their

understanding of God’s word. From time-to-time special studies are offered which may be book studies or special topics, such as Women of the Bible. Our standard studies are:

**5.1.5.1. Tuesday Night Traditional**, 6:30 p.m. via teleconference is facilitated by team teachers each week with the studies determined by the team.

**5.1.5.2. On the Main Line (OTML)**, Tuesday night, 7:00 p.m. via teleconference taught by a designated teacher. This study shares the same curriculum as the Mid-Day Bible Study but is one week behind.

**5.1.5.3. Early I Seek Thee (EIST)**, Wednesday mornings, 6:00 a.m. via Zoom taught by a designated teacher.

**5.1.5.4. Mid-Day Bible Study**, Wednesday at 12:00 p.m., Fellowship Hall and conducted by the Lead Pastor.

8

5.1.6. Sunday School.An opportunity to study and discuss God’s word in an age-appropriate setting on Sunday mornings.

**5.1.6.1. Mission.** To move Wesley Chapel UMC members from membership into discipleship through small group study of the philosophy of the Bible and its teaching on how to live the principles of Christ.

**5.1.6.2. Sunday School Superintendent Responsibilities.**

5.1.6.2.a. Oversight of the Wesley Chapel UMC Sunday School program. Responsible to the Christian Education Chairperson and Lead Pastor for the effective execution of Sunday School. Serves a three-year term.

5.1.6.2.b. Gain curriculum approval from the Lead Pastor and Christian Education Chair.

5.1.6.2.c. Ensures trained teachers for Sunday School classes, as well as a body of trained substitutes. Training includes Safe Sanctuary. Background checks are required for all teachers and facilitators.

5.1.6.2.d. Ensure instruction resources for all classes are acquired and on-hand in sufficient quantities to support the class attendance.

5.1.6.2.e. Ensure Safe Sanctuary and safety compliance in the Sunday School.

5.1.6.2.f. Ensure offering is collected from classes and the total turned into Finance as Sunday School offering. When sessions are virtual, remind attendees to include their Sunday School offering with their envelope giving.

5.1.6.2.g. Ensures Sunday School input for all the Church processes, attendance, reports, budget, etc.

5.1.6.2.h. Provide orientation for the incoming Superintendent prior to the end of the term to ensure the new leader is prepared to assume the position.

**5.1.6.3. Sunday School Teacher/Facilitator Responsibilities.**

5.1.6.3.a. Develop and prepare lesson plans for the class assigned ensuring compliance with the approved resources. Ensure instruction using the plan.

5.1.6.3.b. Conduct 45-minute pupil engaged teaching sessions ensuring on time dismissal to enable pupils to attend church service.

5.1.6.3.c. Provide reporting input for the assigned class, i.e., offering, attendance, etc.

**5.1.6.4. Sunday School Procedures.**

5.1.6.4.a. The Sunday School uses Cokesbury and Urban Ministries, Inc. for course materials. Materials are ordered quarterly with approval of the Lead Pastor and Chairs of Nurture and Christian Education. The number of books ordered is based on class participation trends. Excess material will be returned.

9

5.1.6.4.b. Weekly a reminder is sent from the church office with the Adult Sunday School lesson.

5.1.6.4.c. Offering will be collected in each Sunday School class. The classroom offerings will be consolidated, verified, recorded, and turned in to Finance as the Sunday School offering for each week.

5.1.6.4.d. Each classroom will complete attendance records. Attendance records will be submitted to the Administrative Assistant.

When classes are conducted electronically, materials will be distributed by pick-up and mail, offering will be included with individual givings, and attendance records will be completed by Sunday School servants.

**5.1.6.5. Sunday School Classes.**

5.1.5.5.a. Adult Class is relevant for today. The Sunday school curriculum offers fresh, theologically sound content, easy-to-read layouts, and designs. The class provides strong, sound, biblically driven content; deeper, clearer meaning to scriptures with greater personal relevance.

5.1.5.5.b. Youth Sunday School and Youth Gathering Class (Wesley Holy Youth [WHY]) offers our teens an experience that keeps them engaged and encourages additional, more in-depth study of God’s Word. The lessons are brief and more relevant; realistic imagery and it provides lessons that focus on teen and cultural issues.

5.1.5.5.c. Children - Primary (Grades Pre-K – K) Grades (1st -- 2nd) and Intermediate (Grades 3rd -- 5th) Classes curriculum offers exciting new features to train, entertain, and keep our children engaged as young developing Christians. We provide handouts, scriptures, and other visual aids that teach scripture and “WWJD” (What Would Jesus Do?).

5.1.7. Confirmation. Wesleyan tradition is clear in insisting that every person must come to accept for him or herself the salvation offered by Christ and that this commitment is to be made publicly. Wesley Chapel United Methodist Church seeks to prepare God’s youth (12 years old +) to confirm their faith in Jesus Christ, and to become actively engaged in spiritual formation, service, and acts of worship.

A child who has been baptized as an infant or a young child needs an opportunity to personally affirm the faith into which he or she was baptized and/or raised, and to claim the faith for him or herself. At confirmation we acknowledge that a child has reached the age when he or she can begin to assume responsibility for his or her own faith.

The Wesley Chapel UMC Confirmation Program includes annual classes with in-person and virtual sessions, a retreat, and a banquet. Church subject matter experts facilitate the training using a curriculum approved by the Lead Pastor. Mentors are assigned to the confirmands. The program is orchestrated by an appointed Coordinator.

**5.1.7.1. Confirmation Coordinator.** The Confirmation Coordinator must have been a Wesley Chapel UMC member for at least 6 months and have a current Background Check and Safe Sanctuary Training. The Confirmation Coordinator:

10

- Selects a Confirmation Curriculum that is approved by the Lead Pastor.

- Completes a budget for the upcoming year that includes materials needed (books, Confirmation Bibles, supplies), gifts (for facilitators, mentors, confirmands, and photographer), certificates, banquet, decorations, and projects.

- Creates an announcement for Registration for Confirmation.

- Creates a Confirmation Schedule of Classes/Events.

- Seeks mentors and facilitators.

- Parent/Confirmand/Mentor Orientation.

- Collects Completed Registration Forms.

- Coordinates all events (projects, recordings for Baptism, rehearsal for recording of the Confirmation, Liturgy, banquet, decorations, certificates, photos, and information for flyers).

- Orders Confirmation books for parents, mentors, and students.

- Orders Confirmands’ Bibles with imprinted names.

- Facilitates classes that need a facilitator (due to emergencies).

- Attends all classes.

- Inform the United Methodist Men (UMM) and United Women in Faith (UWF) of names of Confirmands who will be confirmed. (Send names of males to the UMM; send names of females to the UWF; they will give gifts to them.)

**5.1.7.2. Confirmation Class.**

- Classes will be held once a year as youth sign up.

- In-Person classes will be held for 1 ½ hours in the Confirmation classroom after Worship Service.

- Virtual classes will be held for 1 ½ hours using Google Meet or Zoom according to the schedule.

- Mentors will be required to rotate their attendance.

- Facilitators are only required to be present when they facilitate.

- Confirmands are required to attend all classes unless absences are excused.

- Confirmands are required to attend classes with their student guides, Bibles, and/or Bible app.

- Confirmands are expected to participate in group project(s).

- Confirmands are required to learn and recite the Apostles Creed by the end of Confirmation.

- Confirmands are required to write out their Faith.

- Poor behavior will not be tolerated.

- Class participation and attentiveness are required.

**5.1.7.3. Confirmation Retreat.**

- Confirmand mentors, one female and one male, should attend the retreat.

- Confirmand’s parents must complete necessary registration forms.

- Confirmands are not allowed to bring electronic games or cell phones on the retreat.

11

**5.1.7.4. Confirmation Banquet.** Confirmands will:2

- invite their families and friends to attend and give the coordinator the number of people to expect.

- be prepared to participate in the banquet.

- dress in church attire for the banquet.

**5.1.7.5. Confirmation Sunday** - Baptism & Worship Service.

- Confirmands seeking baptism will arrive to church dressed in black tights and a black shirt underneath a white robe or dress.

- After Baptism, female Confirmands will quickly change into solid white dresses, skin-tone pantyhose, and black dress shoes.

- After Baptism, male Confirmands will quickly change into solid dress white shirts with collars, black dress pants, black socks, and black shoes.

5.1.8. Vacation Bible School (VBS). VBS is an opportunity to reaffirm the commitment of God’s people through the centuries: “We will tell the next generation the praiseworthy deeds of the Lord” (Psalm 78:4).

Wesley Chapel United Methodist Church VBS is a fun-filled one-week themed study conducted once a year to connect with the children and families in the community as an outreach program to teach the gospel and make disciples for Jesus Christ.

VBS is conducted annually in June or July. The specific dates and times are determined by the VBS Start-up committee. The committee will seek Servants, both men and women, older adults, young adults, and older teens to serve during the school. A typical VBS session will consist of a meal, the Bible lessons, arts and crafts, dance, and music.

The VBS Committee conducts a registration period to determine the student population. Materials are then ordered. As in Sunday School, the Cokesbury curriculum is used for VBS.

5.1.9. Upper Room**.** A magazine of daily devotional written by readers of the magazine and others interested in sharing their faith experiences through writing. The meditations are stories of real people working to live faithfully with the Bible as their touchstone. The daily devotional guide and the community it draws together invite people to:

-read scripture as God’s personal message, linking their stories to God’s story.

-commune with God in prayer.

-see their daily choices and small acts of obedience as part of God’s work.

-realize our connection through Christ as a universal family of believers.

-encounter the living Christ and be transformed into Christ’s likeness.

As an additional Christian Education resource, Wesley Chapel UMC purchases Upper Room magazines every other month making available to the congregation and the community. The magazines are displayed in the Church office entrance for all to take, six times a year, beginning in January of each year. Multiple copies are purchased for distribution to the congregation and community.

The Christian Education budget includes the purchase of the magazine.

12

5.2. New Members.This ministry is responsible for the orientation, United Methodism training, and integration of members who have recently joined Wesley Chapel UMC. Classes are conducted at a minimum annually.

5.3. Married Couples Ministry**.**

**5.3.1. Mission.** To enrich, enlighten and empower the lives of married couples within the walls of Wesley Chapel UMC, and extend outside the church community.

**5.3.2. Membership.** This ministry is for married couples who seek to grow closer to God and their spouses, regardless of membership status at Wesley Chapel UMC. Membership is strictly voluntary.

**5.3.3. Meetings.**

**5.3.3.1.** The ministry meets on the 3rd Saturday of each month at noon in Thomas Fellowship Hall. Meeting dates and coordinators are shown on the Wesley Chapel UMC website.

**5.3.3.2.** Procedures. The procedures for meetings are: 

These procedures help to facilitate a cohesive fellowship beginning and ending with prayer, fellowshipping, and doing Christian book study. The “introduction” phase of the meeting allows each couple to introduce themselves, tell how long they have been married, and share how the Lord has touched their lives and their marriage.

Following this general introduction, the Ministry shares a light “potluck” lunch. By breaking bread together, a general collectiveness occurs, and many bonds are formed among members. Each member is encouraged to invite other married couples to get to know each other and participate in the many activities of the church.

13

Members are encouraged to share which other ministry they may be involved in and answer questions about other bible-study opportunities which are available to all members.

5.4. Focused Small Ministries. Wesley Chapel UMC has several small group ministries with specialized focus, creating environments that allow members of each group to grow stronger in the Lord in Christian fellowship with like members.

5.4.1. The Youth Council is the arm of ministry focused on teens 13-17 years old. Wesley Holy Youth (WHY) will focus on the spiritual and social needs for our youth in our church and community by providing events and programs to promote spiritual growth through ministry, talents, and actions.

5.4.2. Young Adults Ministry focuses on members 18-35 years old.

5.4.3. Singles Ministry enable single members of all ages to connect and grow in faith.

5.4.4. Jolly Seniors Ministry enables members and community members ages 55+ to grow in faith spiritually, physically, and mentally.

5.4.5. Children’s Ministry provides Christian programs, community outreach outings for toddlers and children up to 11-years-old in a safe, fun, and spiritual environment.  Programs include the Easter Play and Egg Hunt, the Back-to-School Jamboree, and the Hallelujah Festival.

# 6. OUTREACH.

6.1. Higher Education**.**

**6.1.1. Mission.**  To lead our congregation to nurture, educate and support students so that they may continue to grow in their understanding of the Christian Faith.

**6.1.2. Chair and Vice Chair Responsibilities.**

**6.1.2.1.** Ensure the ministry team supports the recruitment, preparation, nurture, and education of Wesley Chapel UMC’s secondary students to become Christian leaders.

**6.1.2.2.** Ensure the ministry team nurtures the spiritual growth of Wesley Chapel secondary students.

**6.1.2.3.** Facilitate Ministry meetings.

**6.1.2.4.** Develop annual budget and submit to Finance.

**6.1.2.5.** Ensure the Ministry team sets appropriate goals for the Ministry.

**6.1.2.6.** Ensure the ministry team assesses Wesley Chapel UMC secondary student progress in achieving Ministry goals.

**6.1.2.7.** Ensure the Ministry team assess Ministry progress in achieving Ministry goals.

**6.1.2.8.** Ensure the Ministry team maintains contact with Wesley Chapel UMC secondary students and their parents.

**6.1.2.9.** Work with other organizations, inside and outside of Wesley, to help Wesley Chapel UMC secondary and college students achieve their higher education goals.

**6.1.2.10.** Listen and communicate with people of all ages.

14

**6.1.2.11.** Ensure Ministry provides good stewardship of Wesley Chapel UMC scholarship funds.

**6.1.3. Higher Education Programs.**

**6.1.3.1.** **Higher Education Scholarship (High School Graduates).** A non-renewable scholarship presented annually. All Wesley Chapel UMC high school seniors are encouraged to apply for the HE Scholarship. Application will be advertised through all Wesley Chapel UMC media sources.

**6.1.3.2.** **Higher Education Postsecondary Scholarship (Current College Students).**  Renewable each semester that the student is enrolled in college. Any member of Wesley Chapel UMC seeking an associate or bachelor’s degree is encouraged to apply for the

Higher Education Postsecondary Scholarship. Application will be advertised through all Wesley Chapel UMC media sources.

**6.1.3.3.** **College/ Wesley Future Send-Off**. A ceremony that recognizes all Wesley Chapel UMC high school graduates. Students and parents should provide the name of their graduating senior to HE Chair/Co-Chair by the end of May. The event will be advertised through all Wesley Chapel UMC media sources.

**6.1.3.4.** **Dual Enrollment Informational Meeting**. Offered to parents of student’s 10th-12th grade. Students interested in earning college credit prior to graduating high school and their parents are invited to attend. The event will be advertised through all Wesley Chapel UMC media sources.

**6.1.3.5.** **Operation Graduate on Time**. A workshop for high school students and their parents which will involve an evaluation of the student’s HS transcript. Each student/ parent will have the opportunity to meet individually with a high school counselor. The event will be advertised through all Wesley Chapel UMC media sources.

**6.1.3.6.** **Coffee with A Counselor/Historically Black College and University (HBCU) College Fair**. A HBCU College Fair including a session with high school counselors. Wesley Chapel UMC HBCU graduates provide information to students regarding the admissions process and scholarships. The event is scheduled for February each year and it will be advertised through all Wesley Chapel UMC media sources.

6.2. United Methodist Men (UMM)**.**

**6.2.1. Mission**. The mission of the United Methodist Men of Wesley Chapel is to be a creative, supportive fellowship of Men who wish to learn and know Jesus Christ, grow spiritually, and seek daily His will and whose primary purpose is to bring Jesus Christ into their lives and all their relationships.

**6.2.2. Responsibilities of the President/Vice President or Designee.**

**6.2.2.1.** Submit monthly reports to the Church Council.

**6.2.2.2.** Attend Church Council Meetings.

**6.2.2.3.** Submit yearly calendar events to the Church Council in November.

**6.2.2.4.** Hold monthly meetings.

**6.2.2.5.** Lead in the support of other ministries in reaching our collective goals.

15

**6.2.3. United Methodist Men Programs.**

**6.2.3.1.** Higher Education Scholarship (High School Graduates) and Post-Secondary Scholarship.

**6.2.3.1.a. Bishop Alfred Norris Scholarship.** All male high school graduates are encouraged to apply. This is a non-renewable scholarship. The application process requires the applicant’s current GPA, teacher recommendations and an essay describing how the applicant serves his school, his church, and his community.

**6.2.3.1.b. William Bert Neal III Scholarship.** All male high school graduates and post-graduates are encouraged to apply. This is a renewal scholarship. The application process requires the applicant’s current GPA, teacher recommendations, and an essay describing how the applicant serves his school, his church, and his community.

**6.2.3.2.** Man of the Year. An annual selection process to honor the man of Wesley Chapel UMC who exemplifies the mission of UMM.

**6.2.3.3.** Support Wesley Chapel UMC ministries and programs. UMM provides gifts for male Confirmands in each class and graduating HS Seniors; supports Children’s Easter Program and Hallelujah Festival; and participates in Missions’ Rise Against Hunger Meal Packaging events.

**6.2.3.4.** Support to Wesley Chapel UMC women through the Mother’s Day Breakfast; and to the Pastoral team for Clergy Appreciation.

**6.2.3.5.** Men’s Day. Responsible for the Men’s Day Celebration.

**6.2.3.6.** UMM Fellowship. Conducts a Rib & Chicken Fundraiser to generate funds for ministry; conduct the UMM Fish Fry to connect with men of like minds.

**6.2.3.7.** Community and District Engagement. Participates in the City of McDonough Dr. Martin Luther King, Jr. Breakfast and Parade and Clothing Drive for Connecting Henry; and supports the UMM District Thanksgiving Celebration.

6.3. United Women In Faith (UWF)**.** Governed by the Constitution and Bylaws of the United Methodist Women, Wesley Chapel UMC United Women in Faith (WCUWF) supports mission efforts locally and worldwide through personal pledges and special events.  Their collaborative commitment to meeting and participating in activities fulfills the stated purpose of membership, which is to be a community of women whose purpose is threefold:

* To know God and to experience freedom as whole persons through Jesus Christ.
* To develop a creative, supportive fellowship.
* To expand concepts of mission through participation in the global ministries of the church.

**6.3.1. Membership.** Membership in the WCUWF is open to all Wesley Chapel UMC women interested in fellowship and Christ’s call to mission. Women may also be general members. These women collectively support WCUWF by making annual pledges and helping with overall activities.

16

**6.3.2. President/Vice President Additional Responsibilities:**

**6.3.2.1.** Supports numerous commitments to the Conference and District.

**6.3.2.2.** Leads in execution of its local church activities.

**6.3.2.3.** Serves as part of the leadership team as Wesley Chapel UMC.

**6.3.2.4.** Support other ministries in reaching our collective goals as a church.

**6.3.3. PROGRAMS.**

**6.3.3.1.** Provides Higher Education Scholarship (High School Graduates) and Post-Secondary Scholarships, The Christine Favors and Hilda P. Willis Scholarship to female high school graduates who are active in the life of Wesley Chapel UMC.

**6.3.3.2.** Provide gifts for Wesley Chapel UMC Confirmands and graduating seniors.

**6.3.3.3.** Support Children’s Ministry Easter Program Back-to-School Jamboree Hallelujah Carnival.

**6.3.3.4.** Sponsors Community Service Mission Projects such as the Angel Tree Ministry, Backpack Buddies, Westbury Nursing & Rehab Center activities, Community Birthday Calendar, etc.

**6.3.3.5.** Support Wesley Chapel UMC men annually with a Father’s Day Breakfast.

**6.3.3.6.** Orchestrates Wesley Chapel UMC Women’s Celebration Day.

6.4. Threads of Love Needle Arts Ministry**.**

**6.4.1.** **Mission.** To stitch (sew, knit, quilt, cross stitch, embroidery, or crochet) for a cause as a community-based ministry, sharing the love of Christ with others. To establish relationships with the Wesley Chapel UMC congregation and serve organization through the showing of compassion, prayer, faith, and love.

**6.4.2. Coordinator and Co-Coordinator Responsibilities.**

**6.4.2.1.** Provide leadership and coordinate ministry’s efforts on all projects, activities, and events.

**6.4.2.2.** Plan and facilitate ministry meetings.

**6.4.2.3.** Assess community needs, coordinate with liaisons, and schedule deliveries.

**6.4.2.4.** Generate project tracking, activity reports, planning calendar, and annual budget.

**6.4.2.5.** Schedule workshops for ministry members to further develop their skills (Each One Teach One).

**6.4.3. Threads of Love Needle Arts Projects.**

**6.4.3.1.** Bed in a Bag – 24 Twin XL comforter and sheet sets for A Friend’s House, foster care center.

**6.4.3.2.**  Handmade pillowcases for patients in Piedmont Henry Infusion Center and Ryan’s Case for Smiles. Delivered in February, June, and October.

17

**6.4.3.4.** Socks, beanies ear warmers and scarves for the homeless in our community.

**6.4.3.5.** Project Christmas Child, shoe boxes for children overseas.

**6.4.3.6.** Mug Rugs for local nursing home patients.

**6.4.3.7.** Quilts for hospitalized, disabled or wheelchair bound patients (ALS – Lou Gehrig’s Disease, disabled veterans (wheelchair) and Project Linus).

**6.4.3.8.** Wristlets for Teen girls to discreetly carry personal items.

6.5. Missions Ministry**.**

**6.5.1. Mission:** To share the love of Christ with members of our community through outreach activities that encourage unity and to share the gospel of hope with a despairing world, one person at a time.

**6.5.2.** **Programs.**

**6.5.2.1. Help, Heal and Hope (H3) Ministries.** Wesley Chapel in collaboration with other McDonough churches, provide meals to A Friend's House, Haven House and to homeless clusters in the McDonough environment. Accompanying the meal program servants provide prayer, access to community resources, emergency food supplies and personal supplies to women and children.

**6.5.2.2. Rise Against Hunger (Global Missions).** In collaboration with the Rise Against Hunger Organization, Wesley Chapel UMC pack meals which are shared worldwide to help fight food insecurity and enable young children to remain in school. At least annually, a packing is coordinated with a goal of 25,000+ meals.

**6.5.2.3. Emergency Response Team (ERT).** Wesley Chapel UMC have trained ERT members.

6.6. Nurses Guild/Health Ministry**.** Provides medical monitoring and support for Wesley Chapel UMC services and programs to ensure immediate assistance in medical emergencies. Ensures health programs to includes medical fairs, blood drives, etc.

6.7. Nutrition Ministry**.** This ministry of servants oversees the meal and kitchen operations of Wesley Chapel UNC including meals served in connection with Homecoming, Church Anniversary, and other special events. The ministry is responsible for maintenance of Kitchen Guidelines and Procedure under Facilities Use paragraph 11.3.

6.8. Veterans Ministry**.** The community of veterans ensures Wesley Chapel UMC has an emphasis on the service of veterans by leading veterans focused services and providing outreach to veteran support organizations.

7. WITNESS**.**

The Witness mission and objectives are fostered through the work of its ministries.The Chair and Vice Chair provide leadership and liaison support for communication between Wesley Chapel UMC Administrative Council and Witness ministries.

18

## 7.1. Archives and History.

**7.1.1. Mission.**  To promote and care for the historical interests of our Wesley Chapel

United Methodist Church. The team gathers, preserves, catalogs & displays all articles of historical relevance about WCUMC. This may include documents, minutes, journals, diaries, reports, pamphlets, letters, papers, manuscripts, maps, photographs, books, audio/visual records, artifacts, and any item that helps to record and document the life of our church, its members, and ministries.

**7.1.2. Chair and Vice Chair Responsibilities.**

**7.1.2.1.** Build and lead a team of interested people who are interested in the history of WCUMC.

**7.1.2.2.** Review the historical materials & collections of the congregation to determine what needs to be done to update, preserve, and interpret the material to people of all ages.

**7.1.2.3.** Keep records in good order and interpret the history to others, particularly emphasizing the history of faith and the impact of “lived faith” on the larger community.

**7.1.2.4.** Document events and collect materials to add to the historical record of the congregation.

**7.1.2.5.** Link with organizations, people, and resources in and beyond the congregation that are concerned with history.

**7.1.2.6.** Be aware of other individuals and groups in the church and community who have knowledge of events and programs related to local history and the relationship they have with community and global historical events.

**7.1.2.7.** Plan, Coordinate & Host the Annual Church Anniversary Celebration.

**7.1.2.8.** Work with other ministries (when needed) to promote the History of Wesley Chapel UMC.

## 7.2. Care and Visitation.

**7.2.1. Mission.**  Ensure the care needs of our congregation and community are met through Prayer, Faith in God, and Service. To help ease the pain of loss and grief by showing God’s love through words of Encouragement, Visitations and Prayers.

**7.2.2. Chair and Vice Chair Responsibilities.** Plan and coordinate the:

**7.2.2.1.** Donations of ministry members time and service to include hospital &

shut-in visitations, sending greeting cards and support, support of local Emergency services.

**7.2.2.2.** Congregation donations to church approved community charity events; and,

**7.2.2.3.** Coordinate ministry members and congregation Volunteerism at church approved community charity events.

**7.2.2.4.** Various ministry fund-raising activities.

19

## 7.3. Evangelism.

**7.3.1. Mission.** To enable people to share Christ’s love with others in our daily lives while helping people grow as one body, welcoming the entire community for the making of disciples for Jesus Christ.

**7.3.2. Chair and Vice Chair Responsibilities.**

**7.3.2.1.** Plan and coordinate Drive-Thru Coffee & Prayer events outside the walls of the Church twice annually for six-weeks.

**7.3.2.2.** Coordinate the time and services of the congregation volunteers to provide individual prayer as requested by drivers and walk ups.

**7.3.2.3.** Coordinate preparation of signs and direct volunteers of area coverage.

**7.3.2.4.** Coordinate set up and coffee, breakfast treats, bibles, and flyers giveaways.

**7.3.2.5.** Coordinate activities of individual volunteers during each event.

## 7.4. Marketing / Media / Public Relations.

**7.4.1. Mission.** Keep the community informed of our church efforts through Christ to educate, uplift and encourage.

**7.4.2. Chair and Vice Chair Responsibilities.**

7.4.2.1. Design Event flyers, Save the Date, and Invitation cards for distribution to the congregation and community.

7.4.2.2. Be aware of upcoming church events and activities and follow up with chair of major events for advertising opportunities.

7.4.2.3. Send advertisements and notifications to contacts via available technology.

7.4.2.4. Prepare Press Release and purchase necessary ads with local newspapers for major events.

7.4.2.5. Provide assistance with printing services and submit church schedule and event information to the media.

## 7.5. Prayer Warriors.

**7.5.1. Mission.** To promote healing deliverance and reconciliation to God through Jesus the Christ and the power of prayer. We are committed to responding to the hurts, pain & brokenness of our communities through prayer and Faith.

**7.5.2. Chair and Vice Chair Responsibilities.**

7.5.2.1. Plan and coordinate servants to provide Dial/Call-in Corporate Prayer each Monday at 6am and 8pm. Responses to prayer requests.

7.5.2.2. Receive and pray for concerns and requests from individuals in the congregation and community.

20

7.5.2.3. Be available to pray with someone when the need arises.

7.5.2.4. Cover the various ministry teams of our church with prayer.

7.5.2.5. Work with the Lead Pastor to provide opportunities for the congregation to enrich their prayer lives.

7.5.2.6. Discern future direction and needs of the team.

## 7.6. Stephens Ministry.

**7.6.1. Mission.** Stephen Ministry offers a proven and effective way to organize, equip, and supervise a team of congregation members to provide high-quality, one-to-one, Christ-centered care to people in the congregation and the community experiencing life difficulties.

**7.6.2. Stephen Ministers.** Stephen Ministers are lay congregation members trained who provide one-to-one care to those experiencing a difficult time in life, such as grief, divorce, job loss, chronic or terminal illness, or relocation.

**7.6.3. Chair/Stephen Leader Responsivities**.

7.6.3.1. Coordinates the team’s overall efforts.

7.6.3.2. Helps define and implement the team’s mission, vision, and values

7.6.3.3. Represents Stephen Ministry to church leadership and other ministries

7.6.3.4. Plans and facilitates team meetings.

7.6.3.5. Leads teambuilding.

7.6.3.6. Develops and monitors the budget.

7.6.3.7. Arranges for future Stephen Leaders to be trained.

**7.6.4. Supervision Coordinator.**

7.6.4.1. Directs the Small Group Peer Supervision process.

7.6.4.2. Trains Stephen Ministers in the supervision process.

7.6.4.3. Selects, trains, and supports Supervision Group Facilitators.

7.6.4.4. Assigns Stephen Ministers to supervision groups and rearranges groups periodically.

7.6.4.5. Monitors and maintains the overall effectiveness of supervision.

7.6.4.6. Communicates key information to other Stephen Leaders.

## 7.7. Transportation Ministry.

**7.7.1. Mission.** To provide transportation in support of Wesley Chapel UMC ministry to include visits to other churches during; Smart Lunch/Smart Kids pick up/drop off services for community children to attend this function; services to children of incarcerated mothers and other church sanctioned events requested by ministries.

21

**7.7.2. Chair and Vice Chair Responsibilities.**

**7.7.2.1.** Build a team of qualified drivers.

**7.7.2.2.** Coordinate driver time and services for the 14 and 24 passenger Wesley Chapel UMC buses to pick up members for Sunday services and all approved ministry events

**7.7.2.3.** Ensure buses are in good working order. Ensure buses are checked before each trip and all problems reported to the Trustees to gain approval for repairs.

**7.7.2.4.** Ensure chaperones for trips which involve children.

**7.7.3. Transportation Procedures.** The Transportation Ministry shall operate in compliance with the Wesley Chapel UMC Bus Policy outlined in paragraph 11.1 of this Manual.

# 8. WORSHIP.

## 8.1. Communion Stewards.

**8.1.1. Mission.** To prepare Sacred Elements and setup the Wesley Chapel communion table. Provide individual assistance to Clergy in serving Holy Sacraments to God’s people, our church family, and other visitors in our community of believers.

**8.1.2. Positions and Duties.**

**8.1.2.1. Communion Steward Ministry Chair.** Sets meeting dates and locations. Appoints committees and presides over meetings. Ensures the duties of the Communion Stewards are performed properly, decent and in order. Develops the educational programs/plans for Stewards at least semiannually or as required for special services. Ensures adequate staffing of Communion Stewards are present for Communion Sunday.

**8.1.2.2. Communion Ministry Vice Chair.** Presides over the Communion and other responsibilities of the Ministry Chair in their absence.

**8.1.2.3. Recording Steward.** Keeps a record of the activities and actions authorized during the meeting. Notified members of meetings and activities. Time of meetings will be announced two weeks prior when possible.

**8.1.2.4. All Assigned Stewards.** Communion Stewards should arrive at church 30 minutes prior to the start for a meeting or 45-minutes prior to the set-up of Communion. Communion Stewards will meet in the Fellowship Hall for prayer and special instructions 15 minutes prior to start of service.

**8.1.3. Policy and Procedure.**

**8.1.3.1. Stewards.** Have and maintain a cheerful servant attitude. Attend a Bible study or Sunday school.

**8.1.3.2. Meetings** (Regular and Special) will be held quarterly. Special meetings will be held when necessary to include training new members. Time of meetings will be announced at least two weeks prior to a meeting when possible. Special meetings may be called at any time by the Pastor, Ministry Chair, or Vice Chair. All Communion Stewards required to be present and on time for all meetings.

22

**8.1.3.3. Dress Code.** Ladies are to wear Communion Stewart’s dress robe over a white dress, white hosiery, white gloves, with white shoes. No sandals, mules, or slides. Preferably jewelry should not be worn, however if jewelry is worn it should be simple, delicate, and minimal. Men are to wear black suits, black shoes, and solid white shirts with black ties. No type of earrings will be worn by men.

**8.1.3.4. Communion Methods.** Wesley Chapel UMC uses three methods of serving communion: forgiveness packets (individually prepackaged elements); intinction (dipping the bread into the communal cup), or the offering of individual cups and pieces of bread/wafers. Each method requires different preparation and roles for the Communion Steward.

**8.1.3.5. Training.**  Training workshops will be conducted to ensure Communion Stewards understand how to prepare, set-up and cleanup the elements for the service, how to prepare the altar table, how to participate in the service and how to dispose of leftover elements.

## 8.2. Greeters.

**8.2.1. Mission.** To greet worshipers as they enter the house of the Lord with a friendly and welcoming demeanor and thank them for coming to in the Wesley Chapel UMC worship experience.

**8.2.2. Positions and Duties.**

**8.2.2.1. Greeter Ministry Chair.** Coordinate the schedule for the Greeters. Ensure adequate number of Greeters are serving each Sunday. Recruit Greeters to become a

part of the Greeters Ministry. Schedule quarterly meetings for the Greeters. Schedule training once a year for Greeters.

**8.2.2.2. Greeter Ministry Vice Chair.** Assist the Greeter Ministry Chair. Perform the duties of the Greeter Ministry Chair when the ministry chair is unable to fulfill the duties.

**8.2.2.3. Greeters.** Arrive 30 minutes prior to church service. Go to assigned area of responsibility. Have masks available at the doors for those worshipers who come in without one. Open the doors for the worshipers as they enter the houseof the Lord. Assist elderly and handicapped as they enter the church. Ensure everyone takes their temperature prior entering the Sanctuary. Assist elderly and handicapped as needed from the entrance to the doors of the Sanctuary. On rainy days, plastic bags available and passed out to those worshipers that have umbrellas before entering the Sanctuary.

**8.2.3. Policy and Procedure.**

**8.2.3.1. Meetings and Training.** Meetings are to be held quarterly. Training once a year or as needed for a refresher course and new members of the ministry.

**8.2.3.2. Dress code.** Greeters are to wear black and white when serving as a Greeter. Greeter name badges are to be worn above the left chest along with the Greeter ribbon. Greeter ribbon color will correspond to the liturgical seasons of the Christian year.

**8.2.3.3. Serving.** Greeters are to serve Sundays arriving 30 minutes prior to church service. Greeters are also to serve for funerals special events and other events deemed necessary by the Lead Pastor.

23

## 8.3. Acolytes.

**8.3.1. Mission.** To bring in the light at the beginning of the service and carry the light out at the end of the service.

**8.3.2. Positions and Duties.**

**8.3.2.1. Acolyte Ministry Chair.** Coordinate the schedule for the Acolytes. Notifies the Worship Chair in coordination with the Usher Ministry Chair and Choir Director. Recruit youth to be Acolytes. Schedule training for the Acolytes twice a year and provide additional training as needed. Ensure cottas are clean and ready for Sunday service.

8**.3.2.2. Acolyte Ministry Vice Chair.** Assist the ministry chairs with the Acolyte in church service. Assumes leadership role when ministry chair is not available.

**8.3.2.3. Acolytes.**  Bring in the light at the beginning of the church service and carries the cross. Light the candles in the pulpit. Carry the light back out at the end of the service. Acolytes are to wear cottas when performing their duties

**8.3.3. Policy and Procedure.**

**8.3.3.1. Acolytes Ages.** Ages range from eight years of age, teens, young adults, and adults.

**8.3.3.2. Meetings and training.** Meetings are held quarterly. Training will be held twice a year or as needed when new Acolytes are added to the Ministry.

**8.3.3.3. Cleaning of Cottas.** Cottas are cleaned after Sunday service and dry cleaned.

**8.3.3.4. Dress Code.** Males are to wear black pants and a white dress shirt under their Cottas. Young women are to wear a black skirt or black pants with a white top under their Cottas. T-shirts and jeans are not allowed.

## 8.4. Ushers.

**8.4.1. Mission.** Prepare for the arrival of worshippers, concentrate on the people you are serving as well as the church service to ensure a consistent flow.

**8.4.2. Positions and Duties.**

**8.4.2.1. Usher Ministry Chair.** Schedule ushers for church services. Assign ushers to specific duties during church services. Recruit ushers to serve. Schedule quarterly meetings. Schedule training once a year or as needed. Possess a basic knowledge of the church and the church building knowing the church office hours, Lost, and Found locations, parking, restrooms, classrooms and nurseries, first aid supply’s locations. Order usher badges and Greeter badges when needed. Ensure ushers are in the proper attire per the United Methodist calendar.

**8.4.2.2. Usher Ministry Vice Chair.** Assist ministry chair when the ushers are in church service. Assumes the leadership role when chair is not available. Keep accurate record of attendance for each church service. Ensure there is an usher serving in the balcony.

24

**8.4.2.3. Ushers**. Arrive 30 minutes prior to church service. Prepare for the arrival of worshipers. Make worshipers feel welcome by assisting them to their pew. Handle large crowds and restless children. Cope with emergencies. Usher at funerals and special services. Serve in any capacity deemed necessary by the Pastor for a smooth and orderly flow of the worship service. Ensure pews and all of sanctuary are ready for service. Assist elderly and handicapped to their pew. Handout welcome gifts to visitors during welcome of visitors during the church service. Offer tissue to members and visitors when needed. Ensure the church is secure during the church service. Collect offerings during church service. Assist with communion by handing out the elements prior to church service. Collect empty element cups at the end of church service. Direct parishioners to Thomas Hall for overflow, when needed. Walk through the sanctuary after service to dispose of any trash left.

**8.4.3. Policy and Procedure.**

**8.4.3.1. Meetings and training.** Meetings are held quarterly. Training once a year or as needed.

**8.4.3.2. Dress Code.** During fall, winter, and spring ushers will wear black and white. Men are to wear colored ties based on the United Methodist calendar. In the summer, the dress code is khaki bottoms and a white polo shirt with Wesley Chapel United Methodist Church logo on the left chest.

**8.4.3.3. Serving.** Ushers serve Sunday services, funerals, special services, and any additional events that the Pastor deems necessary.

## 8.5. Music Ministry.

The purpose of the Music Ministry is to usher in the spirit of God and support the preached Word by giving God the highest praise through song. The Music Ministry is comprised of the choirs listed below but are not limited to these and subject to the formation of other ensembles or special singing groups to address the ever-changing needs and growth of the church. Rooted in Luke 12:48, “From everyone who has been given much, much will be demanded; and from the one who has been entrusted with much, much more will be asked,” serving in excellence is the goal of this ministry.

While it is the desire for all servants to be members of Wesley Chapel, choir members do not have to be a member of the church to begin participating in the ministry. Vocal assessments are performed by the Director of Music Ministry or the specific choir director to determine appropriate placement in each group.

**8.5.1. Combined Choir (ages 18 and older).** Our worship service needs are met by a variety of musical alternatives from soloists, duets, trios, etc. to choral ensembles made up of members from all adult choirs.

**8.5.2. Voices of Praise Choir/VOP (ages 18 and older).** Recognized as the main choir of the church, the repertoire consists primarily of traditional gospel music.

**8.5.3. Rapture (ages 18 and older).** A small choral ensemble dedicated to mastering and ministering a variety of musical genres to include anthems, spirituals, gospel music and hymns.

25

**8.5.4. New Beginnings Young Adult Choir (ages 18-40).**  Committed to inclusion of the young adult segment of the congregation, this choir’s repertoire focuses on contemporary gospel music and artists. Their mission is to attract young people by giving a present-day voice to the sung Word and to Wesley Chapel’s musical offerings.

**8.5.5. Young Voices of Wesley/YVOW (ages 4-17).** Instruction is dedicated to introducing, exposing, and teaching our youngest worshippers about the Word of God through song. As this is often their first introduction to ministry, we strive to do music that will engage our children and inspire their interest in learning more about God, worship, and servanthood.

**8.5.6. Special Choirs.** Other ensembles such as the Sweet Inspirations Senior Choir (ages 55+), Women’s Day Choir (all ages), Men’s Day Choir (all ages) come together once a year if/when special services such as Senior Sunday, Women’s Day and Men’s Day are held.

8.6. Creative Expressions Ministry. *“Commit your work to the Lord and your plans will be established.” Proverbs16:9*

**8.6.1. Mission.** To make the word of God seen and heard rather than heard alone using live production replicating scenes or stories found in the Bible.

**8.6.2. Responsibilities.**

**8.6.2.1. Ministry Chair.** Be committed to building a team of talented servants of all ages to be a part of the dramatizations the ministry. Develop and manage the ministry budget.

**8.6.2.2. Ministry Servants.** Act out scriptural stories and principals, making them real to those who are watching. Be committed to giving God their best by studying, praying, learning parts, practicing with the group, reporting on time, and making all scheduled rehearsals if possible.

**8.6.2.3. Costume Manager.** Oversees the distribution and guidelines of costumes use.

**8.6.2. Procedures.**

**8.6.3.1.** Participation will vary due to the diversity of the reenactments

**8.6.3.2.** Costumes must always be clean and assessable.

**8.6.3.3.** Budget funds will be used to purchase production items or to offer training workshops for the ministry.

**8.6.3.4.** Ministry equipment, costumes, props, etc., will not be removed from the church without permission from the Ministry Chair or Vice Chair.

8.7. Under the Influence of Christ Anointed Soles Dance Ministry (UIC Anointed Soles).This ministry is made up of children and youth who are dedicating their lives to abiding in the Grace of God. The children and Youth involved in this ministry live by the saying: “It is never about us.” Their mission is to use their gifts and talents to celebrate and worship the Lord wholeheartedly through dance.

26

# 9. ADMINTRATIVE PROCEDURE.

9.1. Church Calendar.The Wesley Chapel UMC calendar reflects all activities and events in the ministry.

**9.1.1. Calendar Development Process.** Calendar development begins in October annually with a goal to have the calendar complete prior to Charge Conference in November.

**9.1.1.1. Calendar Input.** Ministries and Leaders will provide activities and events input to the Administrative Assistant by the date determined each year. Ministries will use an Activity Coordination Checklist, [Appendix 9.1](#_20___Activity_Coordination), for each activity/event input.

9.1.1.2. Activity Request**.** Through the Activity Request, ministries outline Church resources needed to support the activities and events. The Activity Request serves as the instrument to request room use, bus use, ministerial support, etc. Activity Requests will:

**9.1.1.2.a.** Be developed by Ministries and submitted through NOWW Chairs to the Administrative Assistant.

**9.1.1.2.b.** Be as thorough as possible including all Church equipment, facilities, and personnel needed.

**9.1.1.2.c.** Include a Set-up Request Form, [Appendix 9.2](#_SET-UP_REQUEST_FORM), for all set-up requirements. If set-up is undetermined when submitting the Activity Request Form, it must be turned in at least 7 days prior to the event.

**9.1.1.3. Mediation.** The Administrative Assistant will notify the Administrative Council of request conflicts, who will direct ministries to de-conflict.

**9.1.2. Publishing.** When input is complete, the Administrative Assistant will publish the calendar to Church leaders.

**9.1.3. Calendar Changes.** Once published in November each year, changes, other than cancellations, will be made with Administrative Council approval. Ministries will submit through the NOWW Chairs Activities Requests for new activities/events and written requests, emails suffice, for date and resource changes.

9.2. Meetings.Wesley Chapel UMC ministries and leaders have various options to conduct meetings, in-person, teleconference, and Zoom. The Administrative Assistant is the coordinator for all formats. Coordination should be made at least 2 weeks prior to the meeting date.

**9.2.1. Attendance Sheets** ([Appendix 9.3](#_ATTENDANCE_SHEET)) will be completed for all meetings regardless of format and submitted to the Administrative Assistant.

**9.2.2. Zoom Meetings.** Users are given access to the Wesley Chapel UMC Zoom account to conduct their meetings and will not change any setting, share the credentials with others, admit anyone not known into meetings, have distracting backgrounds nor use the account for personal business.

27

9.3. Mid-Year Review. Ministries will report status and plans twice a year, June, and December. The Mid-Year Ministry Review, [Appendix 9.4](#_20___Mid-Year_Ministry), is used for this report. This review is designed to facilitate a conversation between Ministry Chairpersons, their ministry members, NOWW Chairpersons and the Nominations and Leadership Development Team.

## 9.4. Requirements.

**9.4.1. Safe Sanctuary Training** is required for all leaders and members who are associated with children and vulnerable adults IAW [Appendix 14.1](#_Safe_Sanctuary_Policy) of this Manual. Every five (5) years after the initial training, refresher training is required.

**9.4.2. Background Checks** must be conducted on all leaders and members associated with children, vulnerable adults and funds collection or accountability including bus drivers and Counters. Checks must be renewed every 5 years. Wesley Chapel UMC will fund all background checks.

**9.4.3. Budget Input** from all committee leaders and NOWW ministries will be provided to the Finance Committee annually per paragraph 10.9 of this manual.

**9.4.4. Payment Voucher** processing will be executed IAW [paragraph 10.7](#_10.7.__Payment) of this Manual.

**9.4.5. Leader Covenants/Training.** Leaders will commit to serve in January of each year and will sign a Covenant Commitment, [Appendix 9.5](#_LEADERS_COVENANT_COMMITMENT), in January as well. Leadership Training will be conducted at a minimum annually.

**9.4.6. Accident Report.** An Accident Report, [Appendix 9.6](#_ACCIDENT_REPORT), will be completed by anyone witnessing / involved in an accident on Church ground.

9.5. File Retention.This policy establishes how Wesley Chapel UMC will keep records. Records will be boxed in storage boxes and stored in a climate-controlled facility.

|  |  |
| --- | --- |
| **Document** | **How Long to Keep (Minimum)** |
| Articles of Incorporation, amendments, bylaws\* | Permanently |
| Certificate of incorporation and corporate records to the state\* | Permanently |
| Minutes | Permanently |
| Annual corporate reports | Permanently |
| Contracts and leases in effect | Permanently |
| Insurance policies (including expired policies) | Permanently |
| Insurance letters/correspondence | Permanently |
| Audit reports of CPAs and financial statements | Permanently |
| Employment applications (for current employees) | Permanently |
| Bank statements and reconciliations | 7 years |
| Canceled checks for standard transactions | 7 years |
| Invoices from vendors | 7 years |
| W-2 or 1099 forms | 7 years |
| Housing allowance forms | 7 years |
| Business correspondence | 3 years |
| Employee personnel records (after termination) | 3 years |
| Grant related documentation | 3 years |
| Deposited Checks for Donations | 45-days |

28

Some of the reasons to keep files and records include legal requirements, potential relevance in future litigation, as well as historic importance. It goes without saying that should there be

threatened litigation or an investigation on a certain subject matter, particular care should be given that no file or document relating to that matter be destroyed.

9.6. Church Social Media.Wesley Chapel UMC maintains a social media presence on Facebook, YouTube, Vimeo, and its website. Sanctuary worship services and other events are livestreamed and posted to Facebook and on our YouTube Channel.

**9.6.1. Maintenance.** The Church Website is maintained by the Office Administrator. Facebook, YouTube, and Vimeo are maintained by Worship, Media, and Arts.

**9.6.2. Announcements/Media.** All media sources as well as the electronic marquee at the church entrance and church email blasts will be used to broadcast church information. Leader and Ministry input for the website and announcements may be sent to the church email address. The administrative staff will route the information to the proper agent for publishing on the appropriate site.

9.7. Computer Acceptable Use.The Wesley Chapel UMC Computer Acceptable Use policy, [Appendix 9.7](#_Computer_Acceptable_Use), outlines the acceptable use of information, electronic and computing devices, and network resources of the church, as well as highlighting unacceptable practices. The policy protects Wesley Chapel UMC, its members, and its employees. Inappropriate use exposes Wesley Chapel UMC to risks including virus attacks, compromise of network systems and services, and legal

issues. This policy applies to all equipment owned or leased by Wesley Chapel UMC. It is applicable to all employees, contractors, consultants or temporaries, and members at Wesley Chapel UMC.

9.8. New Ministry Proposals.Proposals for new ministries will be submitted for acceptance/approval through the appropriate NOWW chair using the New Ministry Proposal Packet, [Appendix 9.8](#_New_Ministry_Proposal).

9.9. Photo/Video Release. To use images of individuals in any media format authorization must be obtained from the adult (18yrs or older) or the guardian of those under 18 yrs old through the Photo/Video Release at [Appendix 9.9.](#_APPENDIX_9.9_-)

9.10. Activity Wavier. To use images of individuals in any media format authorization must be obtained from adults (at least 18 years of age) or the guardian of those under 18 years of age through the Photo/Video Release at [Appendix 9.10](#_APPENDIX_9-10_-).

29

# 10. FINANCE.

## **10.1. Financial Management.**

Wesley Chapel UMC financial management is shared by paid staff and volunteers to maintain appropriate oversight of financial activity in the church. The following committees and/or positions are paramount to maintaining adequate control and segregation of duties to ensure good stewardship of church financial resources:

**10.1.1. Administrative Council.** The Administrative Council in its role as the governing body of Wesley Chapel operating policy and procedure has oversight of financial policy and church operations.

**10.1.2. Finance Committee.**  The Finance Committee develops the annual financial plan, budget, manages and report on the overall financial program of the church and leads Wesley Chapel United Methodist Church to ensure that the collection, accounting, disbursement, and reporting of funds in support of the ministry of our church is done in a responsible and transparent manner. The Finance Committee consists of membership as described in the Book of Discipline.

**10.1.3. Finance Chair.** The Chair of Finance coordinates activities of the Finance Committee and reports monthly to the Administrative Council.

**10.1.4. Finance Vice Chair.** The Vice Chair acts in the Chair’s absence and assists with the Committee oversight.

**10.1.5. Treasurer.**  The Treasurer manage expenses, maintains supporting records, maintains the check register, maintains the accounting and banking records, prepares the monthly financial report, and presents the reports monthly to the Finance Committee and Administrative Council. The Treasurer also distributes congregational statements of giving. The Treasurer shall be Bonded consistent with Conference guidance.

**10.1.6. Financial Secretary**. The Financial Secretary reconciles the bank accounts monthly and supervises the volunteer Counters.

**10.1.7.** **Counters.**  Counters, a group of trusted individuals who volunteer to count, record, and deposit collections each week. Counters must be members who have established reputations for honesty and integrity who must maintain confidentiality of individual giving.

**10.1.7.1. Sunday Count Teams.**  There will be a team assigned to count each week. Sunday Teams will count and deposit only cash donations following the procedures outlined in [Appendix 10.1](#_SUNDAY_COUNT_PROCEDURES). A minimum of two (2) counters are required to handle each Sunday’s offerings.

**10.1.7.2. Monday Count Team.** A Monday Count Team member will be assigned to count each week. Monday Counters will count and deposit check donations and record all donations for that week following the procedures outlined in [Appendix 10.2](#_MONDAY_COUNT_PROCEDURES).

**10.1.8. Approval Authorities.**  These are individuals who, by their leadership position, are authorized to expend church funds for their programs. These individuals approve payments via the voucher process outlined in [paragraph 10.7](#_10.7.__Payment) and have authority over spending forecast line-items.

30

10.2. Donations. Wesley Chapel UMC uses a combination of traditional giving, envelope/cash offerings, and electronic giving.

**10.2.1.** Traditional giving is envelope giving where members and guests use church giving envelopes which can be deposited in offering baskets during each service, in the Dropbox outside the church office or mailed to PO Box 1146, McDonough, Ga 30253. Cash can also be deposited in the baskets during services.

**10.2.2.** Electronic giving encompasses a wide range of secure automatic payment methods that individuals can use to make regular church donations and other contributions. Individuals may visit the church website, www.wesleychapelmcd.org, and click on the Online Giving link at the top of the page, use the VANCO Faith Engagement APP or TEXT-TO-GIVE from 888.893-1695. Scan the OR Code to give online.



## 10.3. Cash Management.

The church will maintain one checking account for Operating Expenses and one checking account for Internal Expenses with local banking institutions. The average checking account balances shall be sufficient to pay at least one month’s worth of expected bills plus a 25% reserve margin. The Treasurer shall ensure the total value of Wesley accounts at any one bank does not exceed the FDIC insurance limits.

All other cash shall be maintained in low-risk financial instruments such as bank or credit union savings account, money market accounts, certificate of deposits, or similar cash equivalent investments with FDIC protection. Investment in other vehicles such as equities or bonds requires a careful analysis of risk and approval by the Administrative Council.

Internal Account Funds such as the Building Fund, Scholarship Fund or other designated funds shall be kept in separate accounts from the Operating Accounts.

## 10.4. Internal Reserves Funds.

Current Church Internal Accounts are the Benevolence Fund, the United Methodist Men, the United Women of Faith, the Scholarship Fund, the Bereavement Fund, and the Power-of-One which are also called designated accounts. These accounts are separate from the Operating Accounts. Funds generated by or donated to ministries are also considered Internal designated funds specifically for those ministries.

The Treasurer will maintain an accurate accounting of funds deposited to and expenses paid from these accounts.

31

## **10.5. Electronic Funds Transfer and Automatic Payments.** Electronic funds transfers (EFT) and automatic payments shall be handled using the EFT and Automatic Payment Procedure.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Step | Who | Frequency | What | Reason |
| 1 | Treasurer | Once | Print the schedule of payments to be made electronically or automatically. | Agree on list of approved payments |
| 2 | Treasurer | Once | Forward EFT/auto payment schedule to Finance Chair for payment approval. | Agree on list of approved payments |
| 3 | Finance Chair | Once | Flag any items in the schedule not to be paid via EFT or automatically at this time. Unflagged items are approved for automatic payment. | Agree on list of approved payments |
| 4 | Treasurer | Once | Set up scheduled payments in the accounting system for all approved payments. | Make approved payments |
| 5 | Finance Secretary | Monthly | Compare the bank's report of electronic payments made to the approved list of payments. Notate on bank statement all EFT/automatic payments as approved or not approved. | Ensure compliance with EFT/automatic payments procedure |
| 6 | Finance Secretary | Monthly | Staple copy of approved payments list to annotated bank statement and file the matched documents. | Ensure compliance with EFT/automatic payments procedure |
| 7 | Finance Secretary | Monthly | Notify the Finance Chair and the Treasurer of the variances. | Improve compliance. |
| 8 | Treasurer | Monthly | Adjust automatic payments to match the approved list, if any variances | Ensure payments match approved list |

## 10.6. Payment Validation.

The objective is to develop a process that allows clear indication that an invoice, bill or voucher are processed and paid. This process will minimize or eliminate questions regarding bill payment if the check stub is somehow separated from the invoice, bill, or voucher.

The Wesley Chapel UMC Treasurer will prepare, record, and distribute payments for all invoices, bills, and vouchers payable through the Wesley Chapel UMC General and Internal

checking accounts. Typically, the check stub associated with the payment is attached to the paid item.

To complete the payment transaction, each paid item will be marked with a red ink “**PAID**” stamp that allows entry of payment date and check number. Documents are then filed in their appropriate file by vendor, ministry, or other internal filing classification.

## **10.7. Payment Voucher.**

Payment Voucher Wesley Chapel United Methodist Church, a fillable electronic form, is required for all payment requests, including refunds/reimbursements and purchases/advances. The Fillable Payment Voucher is at [Appendix 10.4](#_PAYMENT_VOUCHER).

32

**10.7.1. Completion/Documentation.** Leaders/Ministry Chairs will ensure Payment Vouchers are properly completed to include the payee, a clearly stated purpose, and the fund the payment should be applied. Payment Vouchers must be accompanied by supporting documents, i.e., invoices, payment receipts, etc. If payment is to be mailed, include a mailing address in the email with the Payment Voucher.

**10.7.2. Approval.** Once signed by the Committee/Ministry Chair, the Payment Voucher with documentation is emailed to the NOWW, Admin, SPRC or Trustee Chair for approval. Carbon copy, CC, the Lead Pastor or Finance Committee Chair and the Treasurer.

**10.7.3. Purchases.** Payments issued for purchases, advances, will be reconciled within 30 days, unless an exception is granted by the Treasurer, by turning in all invoices/receipts and any remaining funds to the Treasurer.

**10.7.4. Reconciliation.** The Treasurer shall reconcile all vouchers by the end of the calendar year in which the expense occurred.

10.8. Reimbursable Expenses. Wesley Chapel UMC employees may be reimbursed for expenses previously authorized through the budget process by the Administrative Council. Such expenses must be ordinary and necessary ministry or professional expenses.

**10.8.1.** Recurring expenses, for example monthly mileage, the employee shall submit the voucher to Finance no later than the 15th day of the month following the expense. The employee shall document the time, place, ministry purpose, ministry relationship, and amount of each expense with the same evidence the IRS requires to support a deduction on the employee’s federal income tax return.

**10.8.2.** Regardless of employment status, Wesley Chapel UMC will not reimburse the following expenses:

- Meals with other employees when not traveling

- Meals for members not open to the entire church

- Mileage between church and home

- Spouse’s travel

- Trips to visit a sick relative

- Tickets to attend plays or concerts, even of a religious nature

- Gifts to members or employees other than bereavement

- Cost of researching a book

- Payments to an individual, unless for services authorized by Admin Council

- Education primarily for personal improvement unless approved by District Superintendent or Administrative Council

- A computer or equipment used at home

- Alcohol, even as an item on a receipt for a business meal

- Healthcare other than conference approved healthcare plans

- Life or disability insurance premiums

- Casualty losses

33

- Charitable contributions or tickets to non-church related charity functions

- Expenditures related to non-church business

- Housing related expenditures other than housing allowance

- Subscriptions to periodicals for personal use

- Political contributions or donations

10.9. Financial Planning/Budget. The Finance Committee, led by the Chair and Treasurer, will orchestrate the annual Church budget process between August and November. The Committee will publish budget input guidance including timeline and input templates.

Committee/ministry chairpersons will develop budget input for their ministry areas. SPRC will submit all salary and personnel related input.

The Administrative Council will approve the staffed budget in time for the Charge Conference.

10.10. Stewardship. Wesley Chapel UMC will promote a program of stewardship for people of all ages throughout the church in such areas as education, proportionate giving, tithing, funding the church’s ministries, planned giving and money management. We are to interpret the biblical and theological basis for stewardship to promote giving consistent with the Christian lifestyle. We will educate the members that tithing is the minimum goal of giving in the United Methodist Church, schedule training events, distribute promotional material and request participation in year-round program(s) of stewardship. Stewardship is using everything God has given us, life, talents, and possessions to serve God with love and gratitude.

10.11. Church Credit Cards.Church credit cards shall be used in accordance with the Card Procedure.

10.12. Benevolence. *Galatians 6:10 “While we have opportunity, let us do good to all people, and especially to those who are of the household of faith”.*

**10.12.1. Mission.** To demonstrate the love of Christ by providing comfort, support, and financial assistance to individuals within the congregation and community who are experiencing grief, illness, or financial hardship.

**10.12.2. Goals.**

10.12.2.1. To provide financial assistance to those in need in a prompt, Christian, and confidential manner.

10.12.2.2. Manage benevolence funds in a fiscally responsible manner.

10.12.2.3. Support members of the congregation who are experiencing illness and bereavement.

10.12.2. 4. Provide financial support to United Methodist Connectional Giving Programs and charitable donations to organizations that offer support, social services, and assistance to individuals in need.

34

**10.12.3. Procedures.**

**10.12.3.1. Ministry Membership.**

**10.12.3.1.a. Composition.** The ministry is comprised of the following positions.

- Benevolence Ministry Chairperson.

- Two members approved by the Benevolence Ministry Chairperson, Lead Pastor, and Finance Chairperson.

- Minister-In-Training (MIT) (spiritual guidance and tie-breaking vote)

**10.12.3.1.b. Selection Criteria.** Individuals serving on the Benevolence Ministry must meet the selection criteria of the Wesley Chapel United Methodist Church Committee composed of the Lead Pastor, Benevolence Chair and Finance Chair. Church Staff are not eligible to serve on this ministry.

**10.12.3.1.c. Voting.** Each member has equal voting rights in decisions. The MIT will only cast tie-breaking votes as needed.

**10.12.3.1.d.** The term of service for members of the Benevolence Ministry is a minimum of three (3) years.

**10.12.3.2. Financial Assistance Guidelines.**

**10.12.3.2.a. General Processing and Procedures.**

- Individuals in need of assistance may receive a Benevolence Fund Application and Checklist, [Appendix 10.3](#_APPENDIX_10.3), by leaving a message on the Benevolence voicemail. Applicants must deliver the completed application with all supporting documentation to the church office or email to [benevolence@wesleychapelmcd.org](mailto:benevolence@wesleychapelmcd.org).

- Applicants may apply for assistance once a calendar year. In the event of extenuating circumstances, an additional request may be considered if approved

by the Benevolence Ministry Chairperson and Pastor.

- The Benevolence Ministry Team may deny assistance to any applicant who submits repeated requests in a pattern that suggests benevolence support is being used as supplemental income rather than for emergency assistance.

- Applicants who have completed requests according to the checklist will receive a call from the Benevolence representative. If the applicant does not receive a call, or email, the request has been denied.

- All Benevolence Fund applications should be a signed ~~copy of form~~ by the Ministry Chairperson or their designee, then submitted to the Church Administrator for processing.

- The Benevolence representative will process applications on the 2nd Wednesday of each month. The first 10 completed applications with all documents will be verified, approved, or denied, and signed.

35

-The Benevolence Fund “approved” application; documents/invoices; and explanatory are forwarded to Church Administrator then to Treasurer

for processing by following Tuesday. Denied applications are also forwarded to Church Administrative Assistant for record keeping.

- Checks for financial assistance will be made payable to the applicant’s creditors and may be picked up the following Thursday upon approval. Checks will be voided after 7 days. Checks will not be made payable to individual applicants.

- Electronic payments may be submitted to utility companies using our designated church credit card.

- Financial assistance may be provided for Mortgage, Rent, Utilities, Prescriptions, and medical supplies. Other requests will be considered on a case-by-case-basis.

- Applicants may also be referred to local charitable organizations in Henry County and other support agencies in the Atlanta metropolitan area for additional support.

**10.12.3.2.b. Wesley Chapel UMC Members (greater than one year).**

- Wesley Chapel members will receive priority for financial assistance.

- Wesley Chapel members are eligible to receive a maximum of $1000.00 in financial assistance per calendar year (excluding gift cards for gas and food). However, in the event of extenuating circumstances, the Benevolence Ministry Team may seek Administrative Council to approval grant assistance more than $1000.00.

- In extreme emergency situations and extenuating circumstances, the Lead Pastor and Church Administrator may approve requests for emergency financial assistance for Wesley Chapel UMC members.

**10.12.3.2.c. New Wesley Chapel UMC Members (less than one year) and Non-Members.**

- New Wesley Chapel members and non-members are eligible to receive a maximum of $500.00 in financial assistance per calendar year, which includes gift cards for food and gasoline.

- The Benevolence Ministry may consider requests for more than $500.00 on a case-by-case basis; and seek Administrative Council approval to do so.

- In extreme emergency situations and extenuating circumstances, the Lead Pastor and Church Administrator may approve requests for emergency financial assistance for New Wesley Chapel UMC members and Non-Members.

- Assistance to non-members is limited to individuals who reside in Henry County. The Lead Pastor must approve exceptions.

**10.12.3.2.d. Seniors Fund.**

- The Benevolence Ministry will provide emergency financial assistance to senior Wesley Chapel UMC members in need of emergency home repairs, medications, utilities, durable medical equipment, etc.

36

- The Benevolence Ministry Team in cooperation with the Seniors Ministry (Jolly Saints Chairperson 65+) will identify one senior member, 65 and over in need and provide up to $500.00 in assistance for gas and electric bills during the summer and winter seasons and a minimum of $75.00 for food, sundries, gas, etc. each quarter, if requested.

**10.12.3.2.e. Gift Cards for Food, Gas and Sundries:**

- The Benevolence Ministry will maintain a supply of gift cards in $25.00 and $50.00 denominations to be distributed to individuals in need of food, gasoline and/or sundries.

- Gift cards will be stored in a locked file cabinet in the Wesley Chapel Finance office.

- Individuals in need must submit an application including photo identification to the Benevolence Ministry Team to receive gift cards.

- Upon approval, the Benevolence Team member will notify the applicant to come to the Church to receive the gift card(s). An email will be sent to the Church Administrative Staff with instructions.

- The Church Administrative Staff will document the transaction, issue the gift card(s) and retain the documentation for the Benevolence Ministry.

- Wesley Chapel UMC members (greater than one year) are eligible to receive a maximum of $300.00 in gift cards per calendar year; a maximum of one request per Quarter.

- New Wesley Chapel UMC members (less than one year) and non-members are eligible to receive a maximum of $150.00 in gift cards per calendar year; up to $75.00 in gift cards per request; a maximum of two per year.

**10.12.3.2.f. Emergency Housing.**

- Temporary housing may be provided for individuals facing homelessness due to unexpected circumstances.

- Concurrently, the Benevolence Ministry will refer applicants to McDonough Housing, Section 8 Housing, the Salvation Army or other community agencies for assistance and more permanent housing arrangements.

- The Benevolence Ministry will also refer individuals to the United Way (211) for a list of shelters and other community resources that provide emergency housing resources.

**10.12.3.2.g. Second Chance Housing Provision Procedure.**

- The Benevolence ministry will provide deposits or funding for a person or families who cannot obtain housing due to homelessness, foreclosure, and

eviction. Applicants must have one month’s rent and can pay rent on-going. Landlord and

candidate for tenancy must be willing to adhere to and sign Lease Addendum.

- Benevolence will support up to one month’s rent in accordance with the Racial Ethnic Local Church (RELC) grant guidelines. Benevolence shall also contribute support for utilities, housing assistance and food according to the Emergency Food and Shelter

37

Program (EFSP) regulation. ([www.efsp.unitedway.org](about:blank))

- Applicant should be a member of Wesley Chapel UMC or have residency in Henry County.

- Applicant must complete the application; show proof of income, identification, and additional documentation to validate request.

- Applicant must be approved by a majority vote of the Benevolence ministry.

- A Benevolence Team member must speak with the Property Lease Manager or Landlord and tenant to obtain signatures on Lease Addendum or verify receipt of digital signatures.

**10.12.3.3. Christian Care.**

10.12.3.3.a. The Benevolence Ministry will provide cards for Wesley Chapel UMC members and their families during times of bereavement and illness.

10.12.3.3.b. In the event of a death of a relative of a Wesley Chapel UMC member the church shall donate to the member, not more than $50.00 which can be in the form of a check or Gift Card.

10.12.3.3.c. Benevolence funds will assist with Repast costs for members in accordance with [Appendix 11.9](#_FUNERAL,_MEMORIAL_SERVICE_1).

**10.12.3.4. Charitable Donations.** The Benevolence Ministry will provide donations in support of the United Methodist Church Connectional Giving Program and in response to appeals from the North Georgia Conference and other charitable organizations thatprovide social services, support, and assistance to people in need.

**10.12.3.5. Record Keeping and Documentation:**

10.12.3.5.a. Completed applications and other Benevolence documents will be maintained in the Church Finance office in a locked file cabinet.

10.12.3.5.b. The Ministry Chairperson will have access to these confidential records.

10.12.3.5.c. The Church Treasurer will maintain a computerized database of all Financial Assistance and Benevolence expenditures.

10.12.3.5.d. The database will also include documentation of requests that were denied including the reason for the denial.

**10.12.3.6. Benevolence Funding.**

10.12.3.6.a. The Benevolence funding is comprised of designated giving to Benevolence, and grants designated for Benevolence.

10.12.3.6.b. The Benevolence Ministry will maintain a monthly summary of expenditures and will submit the report at the monthly Church Administrative Council meeting.

38

10.13.  Check Policy.The check policy shall increase the likelihood payments are proper and reasonable. The check policy shall reduce the likelihood of a person writing improper checks to themselves, to a related party without church approval, to a fictitious company, or to a ministry without sufficient budget. Wesley Chapel UMC requires:

--Checks shall have 2 signatures.

--The Lead Pastor, Finance Chair, and Finance Vice Chair shall NOT approve reimbursement of expenses for themselves.

--No person shall sign a check written to themselves.

--The Treasurer shall not write a check causing a ministry to exceed the ministry budget.

--The check requester shall identify, in writing, any material relationship to the check payee.

--If the check is for work performed by a contractor, the check requester shall indicate, in writing on the invoice, the work has been performed satisfactorily.

39

11. TRUSTEES.The Board of Trustees (Trustees) shall elect from their membership a chairperson, vice chairperson and secretary within 30 days of the New Year. These positions will be reported to the Administrative Council and the Lead Pastor.

The Trustees shall have the supervision, oversight, and maintenance of all property of Wesley Chapel UMC, including equipment owned or rented.

The Trustees shall have maintenance authority for non-cash asset management, facilities use and protection, bus use, computer equipment use, and sign policies, procedures, and guidelines in accordance with paragraph 2 of this Manual.

11.1. Church Buses.The Wesley Chapel UMC Bus Use Policy is to ensure a fair process for allocating the use of the church buses to service as many members as possible; and to maintain a consistent process for management and maintenance of the church buses.

**11.1.1. Responsibilities.**

**11.1.1.1.** **Board of Trustees.** Oversight of church buses, policy, and management. Trustee oversight will ensure eligible use, driver certification, appropriate maintenance, and adequate insurance coverage. Approval authority for driver applications, [Appendix 11.1](#_DRIVER_APPLICATION_FORM).

**11.1.1.2.** **Transportation Ministry,** **Witness.** Execution responsibility, managing the drivers, ensuring policy implementation, and providing the bus service to members.

**11.1.1.3. Ministries.** Ministries using the buses will:

**11.1.1.3.a.** Schedule bus use per [paragraph 9.1](#_9.__ADMINTRATIVE). of this Manual.

**11.1.1.3.b.** Recruit drivers from the approved driver list maintained by the Trustees.

**11.1.1.3.c.** Prepare a passenger list (with emergency contact numbers), get signed Liability Waivers, Appendix 11.2, from all passengers, Permission Slip/Medical Release Forms, Appendix 11.3, for passengers under 18-years-old, and turn all completed documents into the church office prior to departing the church on trips.

**11.1.1.3.d.** Pray before and after all trips.

**11.1.1.3.e.** Conduct 2 (two) person headcounts prior to departure and after each stop where passengers leave the bus.

**11.1.1.3.f.** Refuel the bus used for trips and clean it IAW paragraph 11.1.2.

**11.1.1.4. Drivers.** Bus drivers will:

**11.1.1.4.a.** Pick up and return bus keys to the church office during church office hours.

**11.1.1.4.b.** Inspect the bus before departure using the Passenger Vehicle Checklist, Appendix 11.4. Report any defects found before departing on the trip. If while driving, problems develop with the body, chassis, tires, or engine, report the issue to the church office for relay to the Trustees.

40

**11.1.1.4.c.** Ensure safety items, cell phone, first aid kit, and fire extinguisher, are on the bus before trips in case of emergency.

**11.1.1.4.d.** Ensure bus capacity is not exceeded.

**11.1.1.4.e.** Ensure passengers are always seated with seatbelts on.

**11.1.1.4.f.** Be responsible drivers following all traffic regulations, including the speed limit, for the road conditions.

**11.1.1.4.g.** Ensure the engine is shut off during fueling and when sitting idle with passengers.

**11.1.1.4.h.** Never stop to give assistance to another motorist.

**11.1.1.4.i.** Use a ground guide when backing up the bus.

**11.1.1.4.j.** Come to a complete stop before railroad crossings. Look and listen through an open door or window before crossing. Do not shift gears while crossing a railroad crossing.

**11.1.1.4.k.** Report accidents to the Trustees as soon as it is safe to do so. Complete Appendix 11.4, Auto Accident Report, for all accidents.

**11.1.1.4.l.** Complete the Passenger Vehicle Checklist, [Appendix 11.4.1](#_PASSENGER_VEHICLE_CHECKLIST), after each trip.

**11.1.1.4.m.** Personally handle all traffic citations received. Depending on the severity of the infraction, bus driving privileges may be rescinded.

**11.1.2. Policy and Procedure.**

**11.1.2.1. Scheduling.** Ministries will schedule bus use through the calendar input process outlined in [paragraph 9.1](#_9.__ADMINTRATIVE) of this manual. Outside of the calendar input process, buses will be scheduled through the activity request process outlined in [paragraph 9.1.1.2](#_9.__ADMINTRATIVE). In each process, the Administrative Assistant will verify bus availability.

**11.1.2.2. Restrictions.**

**11.1.2.2.a.** Buses may only be used by church sponsored groups for church activities. Use of church vehicles(s) for personal purposes is strictly prohibited.

**11.1.2.2.b.** Ministries are restricted to 4 (four) trips (uses) per calendar year.

**11.1.2.2.c.** No use of tobacco products, alcohol, offensive music, nor offensive language is allowed on the bus.

**11.1.2.2.d.** Buses will not be used for out-of-state trips. Exceptions may be given by the Lead Pastor, Trustees or Administrative Council.

**11.1.2.3. Safe Sanctuary Compliance.** In compliance with Safe Sanctuary Policy, [Appendix 14.1](#_Safe_Sanctuary_Policy), trips that include passengers under the age of 18:

**11.1.2.3.a.** Must have two responsible adult chaperones. If the 18-year-olds include males and females, there must be an adult chaperone of each sex on the bus.

41

**11.1.2.3.b.** Must have Permission/Medical Release Forms, Appendix 11.3, for each passenger under age 18.

**11.1.2.4.** A “group leader” will be designated for each trip. The group leader will be the liaison to the driver.

**11.1.2.5. Accountability.**

**11.1.2.5.a.** A list of passengers with emergency contacts will be made and turned into the church office along with the permission slips (if applicable) prior to all trips.

**11.1.2.5.b.** Headcounts must be done by the bus group leader and one other adult and confirmed with each other prior to departure and after each stop where passengers leave the vehicle.

**11.1.2.6. Conduct and Behavior.** All passengers on the church bus represent Wesley Chapel United Methodist Church. Therefore, it is important that each person dress and conduct themselves in a manner that reflects a favorable impression of Christians. Control of passenger behavior is the responsibility of the group leader; however, the driver has final authority if the behavior endangers the bus riders.

**11.1.2.7. Driver Support.** Drivers are volunteers who oftentimes take vacation or personal time to support the ministry. Ministries will ensure the support of drivers while on trips. They will:

**11.1.2.7.a.** Take care of the lodging (when overnight stay is required) and meals for drivers.

**11.1.2.7.b.** Offer drivers a love offering for their support.

**11.1.2.8.** Food and beverages may be consumed on the buses; however, care will be taken to avoid spillage.

**11.1.2.9.** Individuals using the bus are expected to return the vehicle in a clean condition and with a full tank of gas.

**11.1.2.10.** Buses will be cleaned on the day of return from trips. In the cases of late returns, complete cleaning, exterior washing, vacuuming, and wiping down the interior, cleaning windows, etc., will be done the next day. Regardless of the time, on the day of return all trash and spills will be removed.

**11.1.2.11.** Passenger capacity is limited to available seating on the bus. Standing or sitting in the aisles is not permitted.

**11.1.2.12.** The 15-passenger bus must have **at least 12** passengers, the 26-passenger bus **at least 23** passengers to be used.

**11.1.2.13.** Accidents will be reported within 24 hours to a member of the Trustees using information sheet posted in the bus.

**11.1.2.14. Driver Requirements.** The Board of Trustees will approve all drivers and submit the approved list of drivers to the Insurance Company. The list of approved drivers will be on file in the Church Office and will be posted with the bus scheduling calendar. Only individuals on this list may drive the buses. All drivers’ record must be updated each year by

42

the Trustee Board. Drivers must meet the following requirements:

**11.1.2.14.a.** Be between the ages of 25 – 65.

**11.1.2.14.b.** Hold a valid Driver’s License in the state of Georgia to drive the 15-passenger bus.

**11.1.2.14.c.** Hold an active Georgia commercial driver’s license (CDL) to drive the 24-passenger bus.

**11.1.2.14.d.** Provide proof of personal auto insurance upon application.

**11.1.2.14.e.** During the previous three years have not:

- Been involved in an accident.

- Been at fault in an accident.

- Had a moving violation.

- Had auto insurance cancelled or refused.

- Had a driver’s license revoked, suspended, or restricted.

- Had any physical impairment other than corrective glasses.

- Successfully complete Trustees and insurance company screening. The Insurance Company has the right to refuse any driver based on information supplied to them via the Drivers Registration Form. The Trustees or Insurance Company has the right to request a medical release from a certified physician before being allowed to drive.

**11.1.2.15. Transportation Credit Card Policy.** Wesley Chapel UMC will provide a multi-use *I* multi-user credit card for the Transportation Ministry to cover vehicle and user related expenses associated with the operation of the church buses.

**11.1.2.15.a. Authorized Users.** Authorized Users are Chair, Transportation Ministry, designated Trustees, and authorized bus drivers.

**11.1.2.15.b. Authorized Expenses.** The credit card can be used for fuel, vehicle maintenance and repairs and ministry approved Travel expenses for the drivers. The driver expenses will be recovered from the ministry internal account.

**11.1.2.15.c. Transportation Credit Card Procedure.**

- The credit card is issued in the name of Wesley Chapel UMC McDonough with a credit limit of $2,000.00.

- The card will be held by the church Administrative Assistant. The card shall be signed out by the drivers for a ministry trip, fuel, maintenance/repair, or other related church activity. The card will be returned to the Administrative Assistant following each trip/use.

- Drivers/users will provide the Administrative Assistant receipts for expenses charged to the card immediately after each use.

- Receipts will be held for reconciliation with the monthly credit

43

card billing. The reconciled billing will then be reviewed and approved by the Lead Pastor before submittal to finance for payment authorization. This completed process authorizes the Administrative Assistant to make the electronic bill payment as done with other Wesley Chapel UMC credit cards. Outstanding, approved expenses will be paid in full each month.

- As required, when driver expenses have been charged, the expenses will be debited against the appropriate ministry expense accounts.

- Annually, card users will sign a Credit Card User Agreement, Appendix 11.5, acknowledging they have read and agree to adhere to the policy.

**11.1.2.16. Bus Rider Signup.** The Wesley Chapel UMC Bus is available to pick up members and guests who reside in the immediate area for Sunday School and the 10:30am service. Those desiring pick up must contact the church office at (770) 957-4728 providing your name, address, and phone number prior to Friday at 12:00 noon or Thursday if Friday is a holiday. Members may also sign up to be a permanent rider by completing a Permanent Bus Riders Signup Form, Appendix 11.12, and turning it into the church. This support may be occasionally suspended.

## 11.2. Signs/Message Boards.

**11.2.1. Signs.**  Signs, permanent or temporary, must be approved by the Trustees before erecting/posting. No sign will be affixed to the walls with tape, thumb tacks, staples, or any other item that will damage the walls/paint.

The Administrative staff will be responsible for updating the electronic marquee. Leaders/ministries must submit information for the board at least 7 days prior to the broadcast date.

**11.2.2. Message Boards.** The Message Board in Church Office entrance is maintained by the administrative staff. Information for posting will be approved by the Administrative Coordinator. Boards on the classroom hall are for ministry displays, with one each assigned to Nurture, Outreach, Witness, and Worship. The fifth is assigned to Christian Education. The Board near the conference room is for events such as Homecoming.

## 11.3. Facilities Use.

### 11.3.1. General.

**11.3.1.1. Child protection and Adult Supervision**. No one age 18 and under is permitted to use the building and grounds unless they are under the care of a parent or guardian or have adequate adult supervision under the terms of the Safe Sanctuary Policy, Appendix 14.1. Under no circumstances are children of any age, to be left alone in a room, or left free to roam the halls, prior, during, or after your activity.

**11.3.1.2. Alcoholic Beverages**. Alcoholic beverages are not permitted to be consumed on church premises under any circumstances.

**11.3.1.3. Smoking and the use of tobacco products.** Smoking and the use of tobacco products, including e-cigarettes and vaping devices, is prohibited inside the Church building or anywhere on the church grounds except in designated smoking areas.

44

**11.3.1.4. Political advertising.** Political parties may not attach or display political advertising on any part of the church property.

**11.3.1.5. Decorations and Furnishings**. The use of decorations, the changing of furniture, attachment of materials to walls, and acts of a similar nature shall be done only with the advice and consent of the Trustees. However, no nails, tacks, staples, scotch tape, or wire may be used to attach decorations or equipment to walls, woodwork, furniture, or floors.

**11.3.1.6. Parking Lots.** The parking lots around Wesley Chapel UMC are provided as a convenience for facility users. Space availability is on a first-come basis and cannot be guaranteed. Parking spaces or areas will not be roped off, marked, or otherwise restricted except by the express written permission of the Trustees. Users, their agents, and their guests use the parking lot at their own risk.

Food and beverage Restrictions. NO food or beverages shall be served in the Sanctuary, Conference Room, or the Narthex. Food and beverages in classrooms will be restricted to dry snacks and children’s drinks.

**11.3.1.7. Emergencies.** In the event of emergencies, users should call 911. To be prepared for emergencies, users should note all building exits, the locations of fire extinguishers the location of fire alarm activation switches.

**11.3.1.8. Use of Facilities and Equipment.** Church facilities, computers, and equipment should be used to support the church’s mission and its administrative functions. Church members and/or staff should not use church resources for personal benefit or gain, or for the benefit or gain of any other individuals or outside organizations. Personal use of Church facilities is governed by paragraph 11.3.5. Contract Use of Wesley Chapel UMC Facilities and Resources.

**11.3.1.9. Removal of equipment and resources from Church property.** Church equipment will not be loaned or otherwise removed from the church grounds (except

when used for Church-sponsored activities) unless Employees/Contractors have an approved

Wesley Chapel UMC Employee/Contractor Equipment Loan/Use Agreement ([Appendix 11.7](#_Employee/Contractor_Equipment_Loan/)) when there is need to use Church equipment offsite in connection to their jobs. The Administrative Coordinator will maintain the agreements on file for the life of the loan

**11.3.1.10. Breakage and Damage to Church Property.** All persons and/or groups using Wesley Chapel UMC are expected to exercise reasonable care and judgment to prevent defacement, damage, or breakage. When contract users cause damage, breakage, or soilage that, in the judgment of the Trustee on duty/Church Administrative Coordinator, is beyond normal wear and tear associated with responsible use, the user will be responsible for paying costs incurred by the Church in cleaning, repairing, or replacing affected parts of the building, its furnishings, and/or its equipment. Internal Ministry users will report damage to the Trustee on duty or Church Administrative Coordinator, who will coordinate repair, replacement, or cleaning. Members are welcome to contribute toward repair, replacement, or cleaning when they believe that damage may have been caused by their own carelessness or negligence.

45

**11.3.1.11. Hours of Availability.** Wesley Chapel UMC facilities are available for use Monday through Saturday 9:00am to 10:00pm and Sunday 2:00pm – 10:00pm. Church Office hours are Monday through Thursday 9:00am – 3:00pm and Friday 9:00am – 12:00pm. Users will be out of the Church by 10:00pm.

**11.3.1.12. Trustee-On-Duty.** The Trustees will establish a monthly rotation to cover Church duties. When the facility is used, the Trustee-On-Duty will ensure opening, monitoring during events, and closing. For Church and contract events, the Trustee-On-Duty will monitor during the event. For ministry events after church office hours, the Trustee-On-Duty will open and secure the church when all scheduled events are complete. Ministries will coordinate their entry and departure with the Trustee-On-Duty.

**11.3.1.13. Clearing Requirements.** Prior to departure, users will ensure rooms used are clear of trash, all food and beverages are removed, trash is deposed in the dumpster, new linings are in trash cans, the Fellowship Hall and kitchen has been cleaned in accordance with paragraph 11.3.3, all lights are turned off and all doors locked and securely closed.

11.3.2. Church Storage Closets. The closets throughout the Church building are used for ministry storage but have limited space. For that reason, ministries are asked to routinely purge their materials keeping only what is necessary. Cleanliness and neatness for each closet will be the responsibility of each ministry user. Users will exercise extreme caution and adequate safety precautions when storing or removing items.

11.3.3. Kitchen Use Procedures.Nutrition Ministry is responsible for the maintenance of kitchen policies and procedures.

**11.3.3.1.** **General Instructions.** The Administrative Assistant will reserve use of the kitchen through the calendar development process or contract use process discussed in paragraphs 9.1 and 11.3.5., respectively.

11.3.3.1.a. Children are not allowed in the kitchen area.

11.3.3.1.b. All users will practice good sanitation and food handling procedures. Workers will wash their hands often in the designated sink for handwashing and wear gloves when handling/serving food items. Food preparation areas must be kept clean while working.

11.3.3.1.c. The ice scoop should always be used to remove ice.

11.3.3.1.d. Users will ensure safe and proper operation of all kitchen equipment.

11.3.3.1.e. Church supplies, pantry items, paper products, etc., will not be used by individual ministries or for contract events.

11.3.3.1.f. Ministry purchased items may only be left in the kitchen, labeled with the ministry name and date, for one (1) week.

46

11.3.3.1.g. Place ready-to-eat food (bread, salad, cake) on the highest shelves in the refrigerator. Store meats and poultry on the lowest shelf.

11.3.3.1.h. Prepared food/beverages (leftovers) should not be left in the refrigerator, freezer, or kitchen surfaces.

**11.3.3.2. Required onsite food preparation.** For liability purposes, food served or distributed as part of Wesley Chapel UMC ministry must be prepared onsite or purchased ready to eat from a reputable vendor.

**11.3.3.3. Ministry fellowships/ fundraisers.**  Ministry fellowships, i.e., potlucks, and fundraisers, i.e., bake sales, may have items not prepared onsite, but should have a disclaimer of Wesley Chapel UMC liability.

**11.3.3.4. Contract Use.** When the kitchen is used under contract:

11.3.3.4.a. Caterers must provide proof of licensing and to the Church in advance of the events.

11.3.3.4.b. Caterers will bring all equipment required for preparation and serving. Wesley Chapel UMC kitchen equipment and materials/supplies are not available for use.

11.3.3.4.c. Contractors must comply with all guidelines of this policy.

**11.3.3.5. Clean-up.**

11.3.3.5.a. DO NOT leave any food in the refrigerator or any other surface in the kitchen.

11.3.3.5.b. All items used are to be cleaned and put away in the designated area.

11.3.3.5.c. Make sure that ALL sinks have been cleaned and the water faucets turned off.

11.3.3.5.d. Any food spills in the refrigerator, freezer, microwave, stove, oven, or warming ovens must be cleaned.

11.3.3.5.e. Ensure all burners, ovens, coffee pots, the warming and the fryer are turned off.

11.3.3.5.f. Remove all trash from the kitchen and Fellowship Hall and place it in the outside dumpster. Put new plastic liners in all trash cans.

11.3.3.5.g. Floors should be swept clean, and spills mopped. Cleaning equipment is in the maintenance room next to the kitchen.

11.3.3.5.h. Dirty towels and dishcloths must be washed and dried in the in the laundry area between the Nursery and Toddler room or left to dry on kitchen sinks.

11.3.4. Scheduling and Reservations**.**

**11.3.4.1. Reservation Procedures.**

11.3.4.1.a. Scheduling use of Church facilities for Wesley Chapel UMC ministry will be per paragraph 9.1.

47

11.3.4.1.b.Reservations for non-ministry use will be made through the Administrative Assistant who will coordinate requested resources and collect associated fees per the applicable agreement in paragraph [11.3.5](#_11.3.__Facilities).

**11.3.4.2. Fees and Payment.**

11.3.4.2.a. Fee Schedule. The Trustees will establish and review at least annually a fee schedule for all categories and types of use of Wesley Chapel UMC facilities and resources. When a prospective use is not addressed by the established fee schedule, the Administrative Coordinator will recommend a fee to the Trustees.

11.3.4.2.b. Fee Payment. Fees will be paid in accordance with the specific terms of the in the applicable use agreement. User will be required to pay a damage deposit, to secure the reservation which will be reimbursed after the event if not damages are determined.

**11.3.4.3. Contract User Orientations.** Potential contract users will be provided an orientation to understand policies, procedures, and systems related to their prospective facility use. This shall include minimally the applicable sections of these Facility Use Policies and Guidelines; the church Safe Sanctuary policy; and emergency response plans, including fire and smoke emergencies, health emergencies, and unauthorized intruder emergencies.

11.3.5. Contract Use of Wesley Chapel UMC Facilities and Resources.Wesley Chapel UMC is a Christian church. All worship services will be planned and conducted as Christian worship services. No worship service may be conducted in its facilities by or for any other faith tradition without the express written permission of the Lead Pastor.

11.3.5.1. Wedding/Vow Renewals. Weddings and vow renewals held at Wesley Chapel UMC will be planned and conducted as Christian services. A Wesley Chapel UMC Wedding, Vows Renewal and Receptions Agreement ([Appendix 11.8](#_WEDDINGS,_VOW_RENEWALS)) is required to secure use of the facilities. The agreement provides the policy, guidelines, and fees for these events. Any person, regardless of his or her prior relationship to Wesley Chapel UMC, may contract the facilities for Christian weddings or vow renewal under the terms of this policy.

11.3.5.2. Funerals/Memorials and Repasts**.** Funerals/Memorials held at Wesley Chapel UMC will be planned and conducted as Christian worship services. A Wesley Chapel UMC Funeral, Memorial Service and Repast Agreement ([Appendix 11.9](#_FUNERAL,_MEMORIAL_SERVICE_1)) is required to secure use of the facilities. There are separate agreements for members and non-members; each provides the policy, guidelines, and fees for these events. Any person, regardless of his or her prior relationship to Wesley Chapel UMC, may contract the facilities for a Christian funeral or memorial under the terms of this policy.

11.3.5.2.a. Wesley Chapel UMC members, defined as individuals currently on the church roll who have been active in the life of the church and those who were active members but have been inactive due to long-term illness or disability whether at home or Nursing Home and those away on military duty or away at school, are not charged for use of the sanctuary and a repast for up to 100 people.

48

11.3.5.2.b. Repast Support**.** The repast support under this policy will be funded from Benevolence and executed by the Nutrition Ministry.

11.3.5.3. Other Events.Wesley Chapel UMC may be contracted for use for various types of events, however, we reserve the right to deny use if it is determined the event is inconsistent with appropriate use of the church. A Wesley Chapel UMC Event Reservation Contract is required to secure use of church facilities.

11.3.5.3.a. A Wesley Chapel UMC Member Event Reservation Contract ([Appendix 11.10](#_MEMBER_EVENT_RESERVATION)) will be used by members for events such baptisms, luncheons, recitals, bible studies, meditation, etc.

11.3.5.3.b.A Wesley Chapel UMC Non-Member Event Reservation Contract ([Appendix 11.11](#_NON-MEMBER_EVENT_RESERVATION)) will be used by non-members for events such baptisms, luncheons, recitals, bible studies, meditation, etc.

11.3.5.3.c. A Wesley Chapel UMC Major Event Reservation Contract, ([Appendix 11.12](#_MAJOR_EVENT_RESERVATION)) will be used for events such as musical concerts, workshops, worship services, conferences, plays/shows, induction ceremony, etc.

11.3.5.4. Rental of Tables and Chairs.Wesley Chapel UMC Rental Contract for Tables and Chairs ([Appendix 11.13](#_Rental_Contract_for)) will be used to secure loan tables and chairs.

11.3.6. Musical Instruments, Media, Sound, and Technical Resources.Wesley Chapel UMC musical instruments, media, sound, and technical resources are under the supervision of the Director of Music Ministry. Use requires coordination with the Director, who may require certification of competency prior to granting use.

11.3.7. Overnight Accommodations**.** Users may be lodged overnight in rooms and spaces at Wesley Chapel UMC provided that the use is non-profit in nature, supports the mission of Wesley Chapel UMC, and meets all other provisions of this policy. This provision is primarily intended to support groups of persons, such as youth groups and college groups, on ministry-related travel and is not intended for individual lodging such as providing emergency housing for the homeless.

Persons being lodged overnight must be assigned same-gender quarters and must satisfy the provisions of the church Safe Sanctuary policy for overnight accommodations and chaperones.

11.4. Church Security Team.Charged with the responsibility of planning for security gaps at Wesley Chapel UMC. Ideally, at least one person on the Team will have a background or experience in security, safety, or law enforcement. The Team is the Church’s best effort to prepare for an emergency in the congregation or on the grounds, and to a stand against gun violence.  Although there is no assurance that a violent episode can be avoided, the Team however, can ensure the Church is prepared for the possibility of an incident occurring by:

**11.4.1. Developing a** **Church Security Plan.**  The Plan, [Appendix 11.14](#_CHURCH_SECURITY_PLAN), should address security gaps determined and response that plugs them. Additionally, the Plan may address Church Emergency Plan, Emergency Notification Plan & Response Procedure, and Media Protocols.

49

**11.4.2. Working with local emergency responders** to see how they can be of assistance with security plans.

**11.4.3. Assessing the Church and grounds and working to keep the Church secure.**

**11.4.4. Training ushers and greeters and strive for total member awareness.**

## 11.5. Asset Management.

11.5.1. Purpose. To outline procedures for the management and accountability of Wesley Chapel UMC owned real property from acquisition to disposal.

**11.5.2. Responsibilities.**

**11.5.2.1. The Trustee Board** has oversight of the management of Wesley Chapel UMC owned real property assets. This oversight includes:

**11.5.2.1.a.** The purchase, tracking, location, usage, donation, sale, and disposal of all equipment and property owned and operated by Wesley Chapel UMC.

**11.5.2.1.b.** The policy governing the management of equipment and property.

**11.5.2.1.c.** Projecting and budgeting for future capital replacement and other needed equipment.

**11.5.2.2. The Finance Committee** will maintain depreciation schedules of capital equipment and property for asset valuation and report them on the balance sheet.

**11.5.2.3. Users** will exercise reasonable custodial care over the safeguarding of equipment to prevent the damage, theft, or loss of church property.

### 11.5.3. Asset Management Policy and Procedures.

11.5.3.1. General. Proper stewardship and good management practices will be in place include:

**11.5.3.1.a.** All church property will be maintained onsite at Wesley Chapel UMC unless authorized through [paragraph 11.3.1.9](#_11.3.__Facilities) or rented by [paragraph 11.3.5.4](#_11.3.__Facilities).

**11.5.3.1.b.** Equipment must be used for church business only, except as allowed in [paragraph 11.3.1.9](#_11.3.__Facilities).

11.5.3.2. Acquisition.The procedure for acquiring equipment will be prudent ensuring the best purchasing position for the church. The minimum required research is:

|  |  |
| --- | --- |
| **PURCHASE VALUE** | **DOCUMENTATION** |
| Less than $2,500 | Minimum of one written quote |
| $2,500 to $100,000 | Minimum of three written quotation |
| Over $100,000 | Public tender (if practicable) |

50

The documentation, quote(s), will become part of the equipment record. Acquisitions fall into two categories:

**11.5.3.2.a. Capital Assets.** Capital equipment is defined as an item of non-expendable tangible personal property, not permanently affixed to a building, having a useful life of two years or more and an acquisition cost of $5,000.00 or more per unit. Capital assets are bought or created to increase WCUMC value and benefit.

**11.5.3.2.b. Inventory Assets.** Inventory items are consumable (used up, expended, have a limited life, etc.).

11.5.3.3. Asset Register.To successfully manage and account for each Wesley Chapel UMC asset, the Trustees will maintain a register of assets. All assets with a value of $20.00 or more in will be recorded in the asset register and must be added to the register within 30 days of acquisition.

**11.5.3.3.a.** Inventory may be divided into two types – trade (kitchen stock, choir robes, stationery, books, and office equipment such as calculators) and consumable items used in the day-to-day running of the church. These items require monitoring and managing for the efficient running of the church; however, they are not recorded on the asset register.

**11.5.3.3.b.** Leased equipment (e.g., copiers, etc.) is considered a part of the asset inventory and should be recorded as well.

**11.5.3.2.c.** The register must have the following information for each asset to be successfully recorded: asset description, asset category, location, date of acquisition, purchase cost, asset type, serial number, make / manufacturer / model, retailer. Leased equipment will additionally record lease start date, lease end date, monthly lease cost and lessor.

11.5.3.4. Acceptance of Donated Equipment. Donated equipment shall be accepted only if it has immediate valid use to Wesley Chapel UMC ministry. Any equipment that is donated must be in working order and free of viruses, in the case of computer equipment. Equipment that is obsolete or non-working will not be accepted. If there is any question as to legal ownership of the donated equipment, proof of ownership may be required.

11.5.3.5. Disposal of Equipment/Property. The Trustee Board will arrange all disposal of equipment/property that is no longer required, obsolete or unserviceable by selling or physical disposal. The asset register will reflect the disposal method and date of disposal.

51

# 12. STAFF PARISH RELATIONS COMMITTEE (SPRC).

The primary task of the Staff-Parish Relations Committee (SPRC) is to support the Pastors, staff, and laity of Wesley Chapel UMC so that these persons can work effectively in managing the ministry of our church. SPRC has policy oversight for personnel and hiring practices policies. These policy guidelines will be reviewed minimally every four (4) years in conjunction with the UMC Book of Discipline. Wesley Chapel UMC Human Relation policy follows. This policy coupled with the Wesley Chapel UMC Personnel Handbook ([Appendix 12.1](#_PERSONNEL_HANDBOOK)) encompasses our personnel management.

12.1. Employment Statement**.**

**12.1.1. Equal Opportunity.** Wesley Chapel UMC is committed to equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, sex, marital status physical disability, mental disability, medical condition, veteran’s status, age, sexual orientation/onboarding, or any other applicable protected class so required by the state or local statute or code, to the extent required by law.

**12.1.2. Employment at Will.** Under federal and state law, Wesley Chapel UMC has the right to terminate the employment/contract relationship at any time, with or without cause or advance notice. Employees/contractors may resign with a 2-weeks written notice**.** This employment “at-will” relationship will remain in effect throughout the ministers’ and non-ministers’ employment with Wesley Chapel UMC. This employment “at-will” relationship may not be modified by any form of oral or implied agreement. No Church leader, supervisor or Church representative has the authority to alter this relationship, and each employee shall never interpret such a person’s remarks as a contract to and/or as a guarantee of continued employment.

**12.1.3. Immigration Law Compliance.** Wesley Chapel UMC is committed to employing only United States citizens and those who are authorized to work in the United States and does not unlawfully discriminate based on citizenship or national origin. In compliance with the U.S. Citizenship Act of 2001, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form, if they have not completed the I-9 form with Wesley Chapel UMC within the past three years, or their previous I-9 is no longer retained or valid.

**12.1.4. Employee Recruitment.** Wesley Chapel UMC is committed to follow the recruitment process in the most cost-effective manner. All applicants must complete the Wesley Chapel UMCApplication for Employment. Qualified applicants must be interviewed by SPRC search team.

**12.1.4.1. Performing Background Check and Reference Checks.** All applicants for positions with Wesley Chapel United Methodist Church are subject to a criminal background check and reference checks on all new employees to determine suitability of employment. Wesley Chapel also reserves the right to conduct criminal background checks of existing employees. Falsification of application materials, including failure to disclose criminal convictions is grounds for termination of an employee or non- selection of an applicant.

52

Credit checks shall be made through a Credit bureau for applicants for the Church Treasurer and other positions deemed necessary. The Church will not give an applicant a “second chance” if during the screening process it was determined that the applicant has been involved in prior sexual misconduct.

**12.1.4.2. Hiring and Employee Orientation/Onboarding/ Probationary Period.**

A Payroll Authorization will be prepared for the employee’s signature. The Employee Orientation/Onboarding Checklist will be used as the basis for giving the orientation/ onboarding. The SPRC Chair and the designated transitioning team will be responsible for meeting with the new employee and completing any remaining forms or documentation as noted on the Orientation/ onboarding Checklist (i.e., health insurance, IRS tax withholding Form W-4). New employees are encouraged to review the Personnel Handbook within the first week of employment and sign the declaration acknowledging receipt of the material and willingness to comply with Church approved policies and procedures. The SPRC or designee will be responsible for completing an Employee Personnel File for the new employee and appropriately filing all personnel requisitions, interviewing, and hiring information and other employment documentation in a designated secured location. No person will begin work before all of the above procedures are completed. All non-ministerial staff are hired for a 90-day probationary period.

**12.1.5. Employment of Minors.** All applicants for employment who are not at least 18 years old, will be required to provide a valid work permit. Minors cannot work during school hours. Additionally, a parent/guardian acceptance letter and a Permission and Medical Consent must always be received before a minor is allowed to work at Wesley Chapel UMC. All relevant documentation shall be filed in the minor’s personnel file (see Personnel Handbook for full policy, APPENDIX 12.1)**.**

**12.1.6. Employment of Relatives.** No employee shall fill a position over which a member of his/her immediate family exercises supervisory authority. Members of an immediate family include any of the following: husband, wife, child, brother, sister, father, mother, aunt, uncle, spouse’s parents, spouse’s grandparents, spouse’s children, grandparents or other relative that reside in the employee’s household. No church employee can continue employment, nor can an applicant for employment be hired if a member of his/her immediate family serves on a committee or church entity which either, by rule or practice, screens candidates for employment or recommend or determines financial compensation, or which may have direct or indirect supervisory or managerial responsibility for the position.

**12.1.7. Disability Accommodation.** Wesley Chapel UMC is committed to complying fully with the American with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodation is available to all disabled employees, where their disability affects the performance of their job functions.

**12.1.7.1. Reasonable Accommodation.** Upon written request, Wesley Chapel UMC provides reasonable accommodations to individuals with disabilities. All requests for accommodations will be evaluated on an individual basis to determine the appropriateness of the request.

53

**12.1.7.2. Identification of Special Needs.** Individuals are encouraged to report any special needs to their supervisor and/or the SPRC Chair in case of emergencies. The employee coordinates with these individuals if assistance is needed exiting the building during the emergency.

**12.1.8. Display of Labor Posters.** Federal labor law posters will be placed in a prominent and conspicuous location within the Church where they can easily be seen by employees and applicants for employment.

## 12.2. Compensation.

**12.2.1. Oversight** of Salary and Wage Administration. The SPRC and LeadPastor will be responsible for the oversight of the Salary and Wage Administration Plan policies and procedures.

This Salary and Wage Administration Plan addresses only the employee's salary/wages. Employee protection coverage benefits and ministry related expense reimbursements will be provided through other adopted personnel policies and procedures of Wesley Chapel UMC.

Employee performance evaluations do not guarantee a salary/wage increase nor do they alter, modify, or amend the "at will" employment relationship between the employee and the Church.

**12.2.2. Determination of Wages.** The SPRC will review the pay scales annually. This will be accomplished by reviewing the responsibilities in the approved Position Description.

**12.2.3. Pay Periods.** Wesley Chapel UMC practices a bi-weekly pay period. Employees receive wages for hours worked during this timeframe.

**12.2.4. Time Records.** All employees of Wesley Chapel UMC must have monthly documentation of work performed.

**12.2.5. Final Paycheck.** The final paycheck for voluntary terminated (resignation) employees will be available under the normal payroll pay cycle.

12.3. Workplace Guidelines.Employees who engage in activities detrimental to the best interest of the Church, its members or its employees will be appropriately disciplined.

**12.3.1. Personal Appearance and Dress Code.** Attire shall always be neat and attractive while on Church functions/responsibility and/or while officially representing the church.

**12.3.2. Tardiness and Absence.** Each employee should work his/her assigned schedule on a punctual and consistent basis. The offices of the Church are open Monday through Thursday, 9 am to 3 pm; Fridays, 9am – 12 pm. If an employee is unable to report to work for any reason, they must call the Church office no later than 9:00 am. Leaving a message is only acceptable if no other Church staff is available, in the event the supervisor is also absent. Employees who are tardy or absent excessively or show a consistent pattern of absence, whether excused or unexcused, will be subject to disciplinary action, up to and including termination. If an employee does not call in or report to work for three consecutive scheduled workdays, such actions may be considered as a voluntary resignation or job abandonment.

54

**12.3.3. Inclement Weather.** Wesley Chapel UMC offices and building shall remain open unless otherwise notified by the Lead Pastor or the SPRC Chair. The SPRC Chair and Trustee Chair will make the determination to close the church offices and building or open the church offices and building at a later hour. If the church staff is unable to travel to work or will be delayed getting to work because of inclement weather when the church offices and building are open, they must contact both the Lead Pastor and immediate supervisor.

**12.3.4. Leaving Office During Regular Hours.** When an employee leaves the offices, he/she shall obtain approval from their immediate supervisor stating their departure and expected time of return to the office. Any delays in returning shall result in a call to the office. The time out of the office must be properly recorded as uncompensated leave time on non-exempt employee’s Time Record.

**12.3.5. Personnel Files and Records.** Employees are expected to keep the supervisor informed of changes to their name, address, phone number, marital status, person to notify in case of emergency, and other legal information deemed critical by their supervisor.

Personnel files will include the following types of employee information (list is not all inclusive): position description, offer of employment, IRS Form W-4, periodic performance evaluations, sign-up forms for employee benefits, performance memos, and any warnings and disciplinary actions.

Employees will be allowed to review their personnel records that have been used to determine their qualifications for employment, promotion, compensation, termination, or other disciplinary actions in the presence of the SPRC chair or her/his delegate. All employees’ personnel files shall be considered otherwise confidential and maintained in a confidential and secure location to be determined by the SPRC Chair and the Pastor.

When it is necessary for an employee’s records to be sealed, the SPRC will have to approve accessing the file. Pre-employment reference and information from criminal court, credit or other reference records will be sealed and will be accessible only by the Pastor and the Chair of the SPRC.

**12.3.6. Grievances and Complaints.** Employees who have grievances or complaints regarding Church policies, procedures or organizational structure issues shall discuss withtheir immediate supervisor. Discussions must be made within three workdays. The supervisor should respond within five working days.

Grievances or complaints between fellow employees shall be addressed immediately between themselves, as outlined in Matthew: 18.

**12.3.7. Sexual and Other Forms of Harassment.** Wesley Chapel UMC prohibits unlawful harassment, including sexual harassment. Sexual harassment of employees by

supervisors, coworkers, or others who visit Wesley Chapel UMC (i.e., vendors or church

members) is prohibited. Every complaint will be taken seriously, investigated promptly, and held highly confidential.

55

**12.3.8. Drug-free Workplace.** Wesley Chapel UMC is a drug free workplace. The manufacturing, distribution, dispensation, possession of alcohol, illegal drugs, or any controlled substance on Church property or in Church vehicles are strictly prohibited.

**12.3.9. Personal and Ethical Responsibilities.** All employees must conduct their personal affairs in such a fashion that their individual responsibility and the Church ministries and reputation are not jeopardized, and ethical and/or moral questions do not arise with respect to their association or work with Wesley Chapel UMC.

**12.3.10. Financial Integrity.** Employees and contractors of Wesley Chapel UMC will respect the Church budget process and adhere to the adopted budget.

**12.3.11. Confidentiality of Church Information.** Employees of Wesley Chapel UMC serve in a position of trust, and they have an obligation to the Church and to those persons to whom the Church ministers, to see that the confidentiality of this information is strictly maintained and protected. Unauthorized use or disclosure, even if inadvertent, compromises both the employee and the Church, and seriously erodes the confidence of others without which Wesley Chapel could not effectively minister. Under certain situations, an employee or contractor may be asked to sign a Statement of Confidentiality.

Confidential information and messages shall never be sent to or received from an individual by use of the Church's fax, text messages, voice mail or e-mail system. Confidential documentation shall always be stored in a locked filing cabinet. Access to this material shall be allowed only to authorized individuals. Employees may not utilize the confidential information he or she acquired while employed at Wesley Chapel UMC even after their departure from the Church. Any information that an employee gains because of their position is considered confidential unless it is in the public domain.

**12.3.12. Copyright Infringement.** Copyright infringement in any form is unlawful and unauthorized. Church owned copy machines, computers, sound recording devices or any other forms of duplicating or reproducing equipment shall not be used to copy or reproduce any form of copyright materials for ministry or personal use. This policy is strictly monitored. Violation of this policy can result in immediate termination**.**

**12.3.13. Access To and Removal of Church Property.** Wesley Chapel UMC employees haveaccess at all times to Church property. The Pastor and designated leadership team, together, reserve the right to access employee’s office, workstation, filing cabinets, desks, credenzas, and any other Church property at their discretion, with or without advance notice or consent. Such access would also include records, documents, files, schedules, ledgers, etc**.** of a non-confidential nature. Removal or destruction of official Church documents or records without the expressed consent of the Pastor, the SPRC Chair, or Council Chair is strictly prohibited. No property will be removed from the Church grounds without an approved Wesley Chapel UMCEmployee/ Contractor Equipment Loan/Use Agreement**,** [Appendix 11.3](#_Employee/Contractor_Equipment_Loan/).

**12.3.14. Acceptable Use Policy.** All employees, contractors, consultants, temporary, and other workers at Wesley Chapel UMC are responsible for exercising good judgment regarding

appropriate use of information, electronic devices, and network resources in accordance with

56

Wesley Chapel UMC policies and standards, and local laws and regulation. This policy applies to all equipment that is owned or leased by Wesley Chapel United Methodist Church.

**12.3.15. Workplace Violence.** It is the policy of Wesley Chapel to ensure employee and Church member safety on Church grounds. This policy includes, violence and threats of violence, but are not limited to:

* any act which is physically assaulting.
* any substantial threat to harm or to endanger the safety of others.
* behaviors or actions interpreted by a reasonable person as carrying the potential for violence and/or acts of aggression.
* any substantial threat to destroy property.
* possession on Church property of any weapon or dangerous instrument (e.g., any type of firearms, certain knives, brass, or metal knuckles, etc.).

**12.3.16. Progressive Disciplinary Action.** The Church reserves the right to enter any phase of discipline, at any time, depending on the nature and frequency of offenses.

**12.3.17. Workplace Safety and Security.** If an on-the-job accident occurs, the employee must report it to the Lead Pastor and SPRC Chair immediately no matter how minor the accident may seem to be. Workers Compensation Insurance covers all Wesley Chapel UMC employees.

12.4. Performance Evaluations. Performance Evaluations for both employees and contractors will be conducted annually, in June of each year.

**12.4.1. Performance Counseling.** Performance counseling both employees and contractors will be conducted in January/February of each year.

**12.4.2. Performance Standards.** Employees and contractors are responsible for understanding and complying with the standards outlined in their job descriptions and as discussed with their immediate supervisor, the Lead Pastor and the SPRC.

12.5. Independent Contractor Agreements.SPRC will provide the Church Treasurer a copy of all finalized Independent Contractor Agreements for the upcoming year by December 31st of the previous year.

# 13. ENDOWMENT FUND.

This investment will create a legacy for future generations that will give Wesley Chapel UMC members an opportunity to practice life-long giving by including the church in their present and future financial plans. The endowment fund is established for the mission and ministry needs of Wesley Chapel UMC. Legacy gifts include bequests, trusts, annuities, securities, insurance beneficiary proceeds or other items so designated by the Endowment Fund Board of Trustees (EFBOD). Notification of any legacy gift received by the church is made to the EFBOD. The EFBOD will write letters of acceptance or non-acceptance, in accordance with its gift acceptance policy, to the donor or to the lawyer or executor representing the estate. The EFBOD will administer these funds in compliance with all applicable laws and generally accepted accounting practices.

57

Nominations Leadership Development Team will appoint an endowment committee to exercise oversight and make recommendations on the use of endowment funds. The Chairs of Finance and Board of Trustees will be members.

# 14. RISK MANAGEMENT POLICY.

14.1. Purpose.This policy is to ensure that risk to Wesley Chapel United Methodist Church is identified, considered, and managed to support effective operation of the Church as a religious institution. The policy establishes the framework for a formal risk management program by designating responsibility for risk identification and analysis, planning for risk mitigation, and outlining program management and oversight. Program management and oversight is a Church-wide responsibility that requires the active involvement of all leaders, Ministerial Staff, the Administrative Council leadership, ministry leadership, data stewards, and all others involved in the decision-making concerning risk.

**14.2. Definitions.**

**14.2.1. Risk.** The potential harm to the Church or its congregants, including but not limited to physical risks, property risks, and risks of criminal conduct and other noncompliance.

**14.2.2. Risk Assessment.** An evaluation of the nature and magnitude of risk to the Church. The evaluation is based upon known theoretical vulnerabilities and threats, as well as the likelihood of threats being realized and the potential impact to the Church and its stakeholders.

**14.2.3. Risk Management.** A continual process of analyzing and responding to risks to the Church to reduce those risks to acceptable levels. Risk management includes the risk assessment process and uses the results of risk assessment to make informed decisions on the acceptance of risks or on taking action to reduce those risks.

14.3. Scope.This policy applies to all Church employees, ministries, departments, and functions that deal with risk (e.g., safety) to the Church and its stakeholders in any form. All   
Church employees and functions should consider their safety and the safety of others while working.

14.4. Oversight.The Church Risk Management Officer is the Board of Trustees Security Team Chief. The Security Team Chief is responsible for coordinating the development and maintenance of risk management policies, procedures, standards, and forms for the Church, and for the ongoing evaluation and day-to-day management of the church risk management program.

14.5. Reporting Risk and Claims.Every employee or officer of the Church and/or the Church function dealing with risk is responsible for promptly reporting loss, potential liability claim, and/or potential criminal conduct or other noncompliance to the Security Team Chief (Controller). All reports will be investigated by the appropriate ministries and potential losses, or claims reported to the insurance broker/carrier by the Controller. Those individuals are encouraged to identify themselves when making reports to facilitate investigations, reports may be made anonymously to the Controller.

58

14.6. Risk Prevention.The Church encourages strategies to prevent loss, including development of educational materials as well as training programs for employees and Church leaders as appropriate; legal and safety audits aimed at early identification and resolution of compliance risk: and cooperation with insurance carriers to take advantage of risk reduction resources.

14.7. Related Policies.When engaging in activities presenting potential risk, employees and others representing the Church shall comply with the Church policies and procedures, including but not limited to Travel, Vehicle Usage, and Events.

Leaders who deal with contractors are reminded that vendors, contractors, and other parties using the facilities shall receive, as appropriate, copies of events, facility usage, and other policies and meet insurance requirements and furnish proof of insurance as determined by the risk management Controller.

14.8. Risk Assessment.All leaders of ministries shall ensure that risk assessments are performed for all activities, systems and/or business processes under their control in conjunction with guidance from the risk manager, Security Team Chief, on assessment, method, format, content, and frequency. Risk assessments shall include (1) a description of potential risk, (2) potential remediation plans with specific actions and recommended completion dates, and (3) an explanation of residual risks. Ministerial leaders shall submit the risk assessments to the risk assessment Controller for review on an as-needed basis.

The Security Team Chief (Controller) shall periodically advise the Lead Pastor for Administration and Finance or a designee regarding risk management assessments, evaluations, and risk management program progress.

14.9. Governance-Level Reporting. Information on insurance coverage, major risks and progress of the risk management program is provided to the Administrative Council and Finance Chairs on an on-going basis.

14.10. Safe Sanctuary.Wesley Chapel UMC Safe Sanctuary ensures the safety and protection of children and vulnerable adults against abuse of any type while on church property by mandating all leaders and members with contact with these precious assets are trained on the policy, enforcing the 2-person rule, and requiring chaperones for trips and transportation. The policy is at [Appendix 14.1](#_Safe_Sanctuary_Policy) providing detail procedure and reporting requirements and instruments.

59

**APPENDICES**

60



# APPENDIX 2.1

**EXCEPTION REQUEST**

Exception To (Check One):

|  |  |  |
| --- | --- | --- |
| 🞏 Policy or Procedure | 🞏 Goal | 🞏 Strategic Plan |
| 🞏 Budget | 🞏 Book of Discipline | 🞏 Start or Completion Date |

Name the Policy, Procedure, Budget, Goal, or Date with the Exception:

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What is the Exception: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Impact of Exception: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Reason for Exception: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Proposed New Plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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How Will You Avoid Future Deviations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Person Requesting the Exception: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Print Name) (Ministry/Position)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

61

# APPENDIX 4.1

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**ADMINISTRATIVE COUNCIL MEETING AGENDA**

Wesley Chapel United Methodist Church

Day, Date, 7:00 PM

Zoom Meeting

**Theme 20\_\_: “\_\_\_\_\_”**

I. Call to Order………...………………………….………………………………………………….………. Admin Council Chair

II. Devotion & Inspiration (3-Mins) ……………………………….…………………………….….. per roster

III. Review / Approval of Minutes from previous month’s Meeting (2-Mins)

IV. Ministry Reports (15-Mins) – **NOTE**: **(New Initiatives, Monies, Nominations, and/or Resources)**

A. Nurture …………………………….…………………….…………………………….………... Chair

B. Outreach ……………………………………….…………………………….………..………… Chair

C. Witness ……………………………………….…………………………….………….…………. Chair

D. Worship …………………..………………………….…………………………….………….…. Chair

E. United Methodist Men ………….………………………….……………………………… Chair

F. United Methodist Women …………………….……………………………….…………. Chair

V. Church Calendar Changes/Additions (next 2 months) (2-Mins)

VI. Lay Leader (2-Mins) ……………………………….…………………………….……..………………. Lay Leader

VII. Finance Reports

1. Finance Team (5-Mins) ………………………………….………………………..………… Chair
2. Treasurer’s Report (3-Mins) …………………….………………………………………… Treasurer
3. \*Stewardship (5-Mins) ………………………………….……………………………………. Chair
4. \*Trustees (3-Mins) ……………………………………….…………………………….…….…….… Chair

IX. \*Property Development Team (3-Mins) ……………………………………….…………..…… Chair

X. \*Technology Team (3-Mins) …………………………………….………………..…………………… Chair

XI. Staff Parish (5-Mins) …………………………………………….……………………………………….. Chair

XII. New Business

1. ,

B. ,

C.

XIII. Assistant Pastor’s Comments *…*…………*.…*……*…*…………………………….…………………

XIV. Admin Council Chair Comments ……………………………………………….……………………

XV: Lead Pastor’s Comments……………………….…………………….…………………………………

Next Administrative Council Meeting ……………………………………… **Date**

XV. Closing Prayer

62

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**APPENDIX 5.1**

# CHRISTIAN EDUCATION TEACHER/FACILITATOR CANDIDATE QUESTIONNAIRE AND REFERENCE REQUEST

**CANDIDATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

NAME PHONE EMAIL

**Questions.** Read and complete the following questions.

1. What is your belief about Jesus Christ?
2. What is your belief about the Bible?
3. Why do you want to become a Christian Education Teacher?

**Personal References.** Write the name, telephone number and email of three references. (Please Print or Type)

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone \_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone \_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone \_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

63

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**APPENDIX 5.2**

# CHILDREN’S CHURCH AND NURSERY PROCEDURES

The outlined procedures are for Teachers and Helpers as they care for and instruct children and infants during Children’s Church and Nursery care.

**1. TEACHER PREPARATION.** Teachers and Helpers should arrive at least 30 minutes before worship time to prepare, sanitize the area and pray with fellow teachers/helpers. Be prepared to accept children 15 minutes prior to worship time. Teachers and Helpers are reminded of their responsibilities to maintain safe environments.

**2. ADMITTING CHILDREN.** Upon arrival, Teachers and Helpers will:

A. Greet children and parents with a smile, ensure all children are signed in properly by parents or guardians on the Sign-In Sheet and make sure each child has a nametag and allergy tag, if needed.

B. Additionally for Nursery admittance, Teachers and Helpers will ensure all diaper bags and other belongings are marked with the child’s name, placed in the designated area and that there are diapers and bottles with feeding instructions. Take all precautions to prevent cross contamination with babies and toddlers.

**3. DIAPERS (NURSERY).** Nursery servants should share diaper changes duties and will take the following precautions to ensure proper diaper changes for infants and toddlers and cleanliness of the nursery:

A. Check children periodically for dryness to determine if a diaper change is needed.

B. When changing diapers, always wear gloves.

C. Wash hands before and after diaper change of each child.

D. Properly dispose of diapers in the lined containers.

E. Fill out an index card to account for diaper changes

F. After each diaper change, clean changing area with disinfectant and dry thoroughly.

Parents should provide disposable diapers and wipes. However, extras are in the nursery for emergencies.

**4. BOTTLES/PACIFIERS.** Nursery servants will ensure bottles/pacifiers are labeled and parents have provided instructions when admitting the child.

A. Rinse any dropped bottles/pacifiers with hot water.

64

APPENDIX 5.1, Page 2of3

B. Feed infants per parent’s instructions or when the infant shows signs of hunger.

C. When heating bottles, hold bottles under warm water. Take extra care to ensure milk is not overheated.

D. An adult servant must hold infants during feedings.

E. Children should not be allowed to walk or crawl with bottles.

F. Burp infants after 1-2 oz. of feeding.

G. Return infant’s bottle to their diaper bag after feeding.

**5. DISMISSING CHILDREN.** Children will be released to the same parent/guardian who signed them in, unless they authorized a different person when they signed the child in. Ensure children have all their belongings gathered and ready for dismissal.

**6. DISCIPLINE GUIDELINES (NURSERY AND CHILDREN’S CHURCH).** Wesley Chapel UMC believes in positive behavior reinforcement encouraging children by praise and requesting older children to stop any unacceptable behavior, thus attempting to minimize this behavior. Corporal punishment is not an acceptable practice and will not be used. Servants, however, may find it necessary to make physical contact with a child in an emergency to prevent injury.

A. Sanctions. Sanctions applied must take account the age and development of the child, be given at the time of the offense, be relevant to the offense, and be fair. Toddlers and older children who exhibit unacceptable behavior will simply be asked to stop. Timeout by the minute based on the child’s age may be given for toddler unacceptable behavior. If the behavior persists, Servants will contact the parent/guardian. Continued behavior issues from the child will be elevated to the Children’s Ministry Chair who will have a consultation with the parent(s).

B. Incessant Crying. All crying is communication. Servants will attempt to comfort a crying child through love, talking softly, holding them, meeting physical needs, and prayer. If the crying continues and the child seem in distress and cannot be consoled, immediately notify the parent(s).

**7. CHILDREN WITH DISABILITY.** We will attend to disabled children based on their personal circumstances to the best of our ability, and in conformance with nursery guidelines. This is necessary to fulfill our primary objective. A standard of care that ensure the welfare of all children all the time.

**8. SICK CHILDREN.** Wesley Chapel UMC Servants will not care for sick children in the Nursery or Children’s Church. Children not feeling well should be kept home. Should a child become ill or injured while in in the Nursery or Children’s Church, the parent(s) will be contacted and

requested to collect him/her immediately. Servants will not allow Children to enter the Nursery nor Children’s Church with any of the following symptoms:

65

APPENDIX 5.1, Page 3of3

- A runny nose with discolored mucus.

- An above normal temperature (over 98.6 degrees).

- An irritating cough that has persisted for more than 48 hours (ask the parent).

- Drainage in the eyes, conjunctivitis, or pink eye.

- Irritability and fever due to immunization in the last 24 hours (ask the parent).

- Rashes or eruptions of unknown origin.

- Diarrhea or vomiting within 24 hours (ask the parent).

- Irritability and pulling at ears.

- Parasites such as lice, mites, or ringworms.

According to physicians the ministry has spoken with, if a child has been on antibiotics for 24 hours, without a fever for 24 hours and shows no other symptoms, it is considered safe for them to be in a Nursery/Children’s Church setting.

**9. Medication.**  Nursery/Children’s Church Servants will not dispense medication to children under any circumstances.

**10. Snacks.** A nutritious snack and drink will be provided to toddlers and children. Parents should be made aware that snacks will be served. Parents should provide the staff information about any known.

**11. Toys.** Servants will leave “personal” toys in diaper bags, keep small toys out of the Nursery, and keep toys out of the diaper change area. Only washable stuffed animals are permitted in nursery. All toys used should be sanitized before departing.

**12. Nursery/Toddler Room Clean Up.** Servants will ensure the Nursery and Toddler Rooms are cleaned and organized after service.

- Sanitize all tables and toys.

- Wash all cups (do not leave juice in cups in the refrigerator).

- Remove sheets from beds and place in washing machine.

- Vacuum floor.

- Take all trash to the dumpster.

- File sign-in sheets in the proper folders.

66

 **APPENDIX 9.1**

# 20\_\_ **Activity Coordination Checklist**

Complete for new request or changes to scheduled activities.

**(Changes must be approved by Administrative Council)**

Name of Ministry \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annual Total Budget \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Identify Ministry Activities and meetings for the 20\_\_ calendar year**

Name of Activity/Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of the activity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of Activity\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day of Week \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget Expense \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How is this activity related to the ministry? Explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Facility or meeting space needs: Will activity be held at church? Yes or No (circle one)

If yes, what space is needed: Classroom or Fellowship Hall? (circle one) confirmed Yes or No (circle one)

Is Childcare needed? Yes or No (circle one) confirmed Yes or No (circle one)

Transportation needs: Will activity require transportation? Yes or No (circle one)

If yes, what transportation is required? (Check applicable need)

16 Passenger Church Bus \_\_\_\_\_\_\_\_\_ 24 Passenger Church Bus\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (CDL Required for 24 Passenger Bus)

**Other needs:**

Will Food be served? Yes or No (circle one) Is Kitchen use required? Yes or No (circle one)

Coordinated with Nutrition Ministry? Yes or No

Are Chaperons required? Yes or No (circle one) How many? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

67

APPENDIX 9.1, Page 2of2

List names:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Are Accommodations required for people with Special Needs? Yes or No (circle one)

Are Church Musicians required? Yes or No (circle one) confirmed Yes or No (circle one)

List names:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Are other Church servants needed? (Check all that apply)

Ushers \_\_\_\_ Greeters \_\_\_\_\_ Acolytes \_\_\_\_\_ Parking (Trustees) \_\_\_\_ Security \_\_\_\_ Other \_\_\_\_

Confirmed with chairperson over ministry required? Yes or No

Marketing & Communication

How will you market this activity? Website\_\_\_\_\_\_\_\_\_\_\_ Weekly Church Email \_\_\_\_\_\_\_\_\_\_\_\_\_

Church Marquee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emailed information for marketing to church office? Yes or No (circle one)

Is there a requirement for a specific on-line giving category? Yes or No (circle one).

If yes, identify:

(1) The name for this line \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

(2) The fund donations will be credited to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; and,

(3) The effective dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ through \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

MM/DD/YY MM/DD/YY

68

**APPENDIX 9.2**

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# SET-UP REQUEST FORM

**MINISTRY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE AND TIME NEEDED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MINISTRY CHAIR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NUMBER OF PEOPE TO ATTEND:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PURPOSE FOR SETUP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WHAT IS NEEDED FOR SETUP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SETUP REQUEST FORM MUST BE PLACED IN JOHN BARTON’S MAILBOX A WEEK BEFORE THE DATE OF SETUP. ALSO CALL THE  CUSTODIAN TO SET UP A WALK THROUGH WITH HIM SEVERAL DAYS BEFORE THE EVENT.**

**TO CUSTODIAN**

**770.789-347**

69

**APPENDIX 9.3**

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# ATTENDANCE SHEET

**MINISTRY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME EMAIL/CONTACT NUMBER**

**1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**14. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**15. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**16. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**17. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**18. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**19. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**20. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**21. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**22. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**23. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**24. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**25. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

70

**APPENDIX 9.4**



# 20\_\_ Mid-Year Ministry Review

Purpose: This review is designed to facilitate a conversation between Ministry Chairpersons, their ministry members, NOWW Chairpersons and the Nominations and Leadership Development Team.

**Required:**

Each Ministry Chairperson is asked to complete a Ministry Assessment/Review by **June 30, 20\_.**

**Reviews should be provided to the** NOWW Chairpersons with a copy for the NLD Team.

Ministry Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Safe Sanctuary Certified: yes \_\_ no \_\_ Background Check completed: yes \_\_ no\_\_\_

Vice Chairperson Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Safe Sanctuary Certified: yes \_\_ no \_\_ Background Check completed: yes \_\_ no\_\_\_

Mission statement of the ministry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many active members are in this ministry? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a plan to recruit more members for your ministry? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many meetings (virtual) has the ministry conducted this year? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many active members are participating in the monthly Leadership Training \_\_\_\_\_\_\_\_\_\_\_\_

Does the Ministry have a database of current Ministry procedures and processes to share with its leaders and members? Yes \_\_\_\_\_\_ No \_\_\_\_\_

Wesley Chapel United Methodist Church ~ 397 Racetrack Road, McDonough, GA 30252

Office ~ 770-957-4728 Fax~ 678-432-8644 – [www.wesleymcd.org](about:blank)

Rev. Belinda McCastle, Lead Pastor

71

APPENDIX 9.4, Page 2of2

**Job Descriptions**

Does the ministry have available job descriptions for positions in the ministry? \_\_\_ Yes \_\_\_ No

At the very minimum a job description should be developed for the Chair and Vice-Chair of the ministry. A copy of these job descriptions should be in the ministry file, with a copy furnished to your NOWW chair.

**Ministry Plans from June 20\_\_ until December 20\_\_**

Identify at least 3 activities or goals the Ministry plans to accomplish by year end 20\_\_. 1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For Example: Membership growth, Develop new ways for ministry, Refresh/Relook activities of ministry, Partnering with Outreach/Care & Visitation, Virtual activity of some sort, etc.

**Budget**

What is your Budget for this year? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How much have you expended to date? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Check with Finance)

What kind of Training would you like to have to support the ministry in its mission? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For Example: Workshops, Specific Bible Study to address ministry needs, Book study for the ministry, etc.

72

**APPENDIX 9.5**

# LEADERS COVENANT COMMITMENT for 20\_\_

(Print Leader’s Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As an elected leader, I enter into this covenant in order to more fully serve the Lord Jesus Christ through the local congregation of The Wesley Chapel United Methodist Church.

With God’s help, I covenant to:

Follow the General Rules of Discipleship: By doing no harm; by doing good of every possible sort, and, as far as possible to all, and by attending upon all ordinances of God. I will practice The Wesleyan Means of Grace, which include:

* Praying daily for this church and my fellow leaders
* Worshipping faithfully with the community of believers
* Searching the Scriptures daily
* Participating in Holy Communion as often as possible
* Participating in a covenant discipleship group, bible study, and Sunday school for the purpose of growing in holiness of heart and life
* Practicing the discipline of fasting and abstinence
* Practicing works of mercy; intentional acts of compassion and justice.
* Embrace tithing and generosity in my living.
* Take the Spiritual Gifts inventory and use my God-given gifts in the service of Jesus Christ.
* Attend the meetings that correspond with my position and if unable, to contact the chair and send a report or representative.
* Attend training as offered by the local church, district, and conference.
* Be a positive influence and example in my discipleship, voice my concerns and suggestions to the appropriate person/committee, and encourage others to do the same.
* To support the pastor(s) through prayer and open, honest communication.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

73

**APPENDIX 9.6Logo

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# ACCIDENT REPORT

**(Please Print All Information)**

Date of Accident :--------- Time of Accident: ------

Name of injured: ---------------- Age(minors): ---

Address of injured: -------------------------

Location of accident: ----------------------

-----------------------------------

Parent/Guardian (if a minor): ---------------------

Name of person(s) who witnessed the accident:

Name: ------------ Phone: ------------

Name: ------------ Phone: ------------

Name: ------------ Phone: ------------

Describe the accident:

Name of person reporting (please print): -- ---------------------------------------------------

Signature of person reporting: ---------------------------------------------- Date: --------------

Signature of Parent/Guardian: -------------------------------------- Date: --------------

74

**APPENDIX 9.7**

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# Computer Acceptable Use Policy

**1. Overview**

The intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to Wesley Chapel UMC’s established culture of openness, trust, and integrity. The intention is to protect Wesley Chapel UMC's employees, partners, and the company from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of Wesley Chapel UMC. These systems are to be used for business purposes in serving the interests of the church, and of our parishioners, and visitors during normal operations.

Effective security is a team effort involving the participation and support of every Wesley Chapel UMC employee, contractor, and any affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

**2. Purpose**

The purpose of this policy is to outline the acceptable use of computer equipment at Wesley Chapel UMC. These rules are in place to protect the employee and Wesley Chapel UMC. Inappropriate use exposes Wesley Chapel UMC to risks including virus attacks, compromise of network systems and services, and legal issues.

**3. Scope**

This policy applies to the use of information, electronic and computing devices, and network resources to conduct Wesley Chapel UMC business or interact with internal networks and business systems, whether owned or leased by Wesley Chapel UMC, the employee, or a third party. All employees, contractors, consultants, temporary, and other workers at Wesley Chapel UMC and its subsidiaries are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with Wesley Chapel UMC policies and standards, and local laws and regulation. Exceptions to this policy are documented in section 5.2

This policy applies to employees, contractors, consultants, temporaries, and other workers at Wesley Chapel UMC, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Wesley Chapel UMC.

75

APPENDIX 9.7, Page 2of5

**4. Policy**

**4.1. General Use and Ownership**

**4.1.1.** Wesley Chapel UMC proprietary information stored on electronic and computing devices whether owned or leased by Wesley Chapel UMC, the employee or a third party, remains the sole property of Wesley Chapel UMC. You must ensure through legal or technical means that proprietary information is protected in accordance with the *Data Protection Standard.*

**4.1.2.** You have a responsibility to promptly report the theft, loss, or unauthorized disclosure of Wesley Chapel UMC proprietary information and equipment.

**4.1.3.** You may access, use, or share Wesley Chapel UMC proprietary information only to the extent it is authorized and necessary to fulfill your assigned job duties.

**4.1.4.** Employees are responsible for exercising good judgment regarding the reasonableness of personal use. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.

**4.1.5.** For security and network maintenance purposes, authorized individuals within Wesley Chapel UMC may monitor equipment, systems, and network traffic at any time, per Tech Support Manager Agreement.

**4.1.6.** Wesley Chapel UMC Contracted Tech Support Manager reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

**4.2. Security and Proprietary Information**

**4.2.1.** All mobile and computing devices that connect to the internal network must comply with the *Computer Usage Agreement.*

**4.2.2.** All computing devices must be secured with a password-You must log off when the device is unattended.

**4.2.3.** Postings by employees from a Wesley Chapel UMC email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Wesley Chapel UMC, unless posting is during business duties.

**4.2.4.** Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware.

**4.3. Unacceptable Use.** The following activities are, in general, prohibited. Employees may be exempted from these restrictions during their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services). Under no circumstances is an employee of Wesley Chapel UMC authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Wesley Chapel UMC-owned resources. The lists below are by no means exhaustive but attempt to provide a framework for activities which fall into the category of **unacceptable use.**

**4.3.1. System and Network Activities**. The following activities are strictly prohibited, with no exceptions:

76

APPENDIX 9.7, Page 3of5

**4.3.1.1.** Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Wesley Chapel UMC.

**4.3.1.2.** Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Wesley Chapel UMC or the end user does not have an active license is strictly prohibited.

**4.3.1.3.** Accessing data, a server, or an account for any purpose other than conducting Wesley Chapel UMC business, even if you have authorized access, is prohibited.

**4.3.1.4.** Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.

**4.3.1.5.** Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).

**4.3.1.6.** Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.

**4.3.1.7.** Using a Wesley Chapel UMC computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.

**4.3.1.8.** Making fraudulent offers of products, items, or services originating from any Wesley Chapel UMC account.

**4.3.1.9.** Making statements about warranty, expressly or implied, unless it is a part of normal job duties.

**4.3.1.10.** Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

**4.3.1.11.** Port scanning or security scanning is expressly prohibited unless prior notification to Infosec is made.

**4.3.1.13.** Circumventing user authentication or security of any host, network, or account.

**4.3.1.14.** Introducing honeypots, honeynets, or similar technology on the Wesley Chapel UMC network.

77

APPENDIX 9.7, Page 4of5

**4.3.1.15.** Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).

**4.3.1.16.** Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.

**4.3.1.17.** Providing information about, or lists of, Wesley Chapel UMC employees to parties outside Wesley Chapel UMC.

**4.3.2. Email and Communication Activities.** When using company resources to access and use the Internet, users must realize theyrepresent WCUMC. Whenever employees state an affiliation to the company, they must also clearly indicate that "the opinions expressed are my own and not necessarily those of the company". Questions may be addressed to WCUMC Tech Support.

**4.3.2.1.** Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).

**4.3.2.2.** Any form of harassment via email, telephone, or paging, whether through language, frequency, or size of messages.

**4.3.2.3.** Unauthorized use, or forging, of email header information.

**4.3.2.4.** Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.

**4.3.2.5.** Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.

**4.3.2.6.** Use of unsolicited email originating from within Wesley Chapel UMC's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Wesley Chapel UMC or connected via Wesley Chapel UMC's network.

**4.3.2.7.** Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

**4.3.3. Blogging and Social Media.**

**4.3.3.1.** Blogging by employees, whether using Wesley Chapel UMC’s property and systems or personal computer systems, is also subject to the terms and restrictions set

forth in this Policy. Limited and occasional use of Wesley Chapel UMC’s systems to engage in blogging is acceptable, if it is done in a professional and responsible manner, does not otherwise violate Wesley Chapel UMC’s policy, is not detrimental to Wesley Chapel UMC’s best interests, and does not interfere with an employee's regular work duties. Blogging from Wesley Chapel UMC’s systems is also subject to monitoring.

**4.3.3.2.** Wesley Chapel UMC’s Confidential Information policy also applies to blogging. As such, Employees are prohibited from revealing any Wesley Chapel UMC confidential or proprietary information, trade secrets or any other material covered by Wesley Chapel UMC

78

APPENDIX 9.7, Page 5of5

Confidential Information policy when engaged in blogging.

**4.3.3.3.** Employees shall not engage in any blogging that may harm or tarnish the image, reputation and/or goodwill of Wesley Chapel UMC and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in any conduct prohibited by Wesley Chapel UMC’s *Non-Discrimination and Anti-Harassment* policy.

**4.3.3.4.** Employees may also not attribute personal statements, opinions, or beliefs to Wesley Chapel UMC when engaged in blogging. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly, or implicitly, represent themselves as an employee or representative of Wesley Chapel UMC. Employees assume all risk associated with blogging.

**4.3.3.5.** Apart from following all laws pertaining to the handling and disclosure of copyrighted or export-controlled materials, Wesley Chapel UMC’s trademarks, logos, and any other Wesley Chapel UMC intellectual property may also not be used in connection with any blogging activity.

**5. Policy Compliance.**

**5.1. Compliance Measurement**

The Wesley Chapel UMC Tech Support will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

**5.2. Exceptions.** Any exception to the policy must be approved by the Infosec team in advance.

**5.3. Non-Compliance.** An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

**6. Related Standards, Policies and Processes**

* Data Classification Policy
* Data Protection Standard
* Social Media Policy
* Minimum Access Policy
* Password Policy

**7. Definitions and Terms.** The following definition and terms can be found in the SysAdmin, Audit, Network and Security (SANS) Glossary located at:

https://www.sans.org/security-resources/glossary-of-terms/

* Blogging
* Honeypot
* Honeynet
* Proprietary Information
* Spam

79



**APPENDIX 9.8**

# New Ministry Proposal Packet

**Thinking about Starting a New Ministry?**

Congratulations! If you are thinking about starting a new ministry, you are embarking on a wonderful adventure. This guide is designed as a helpful tool to assist you in the reflection process and help you know where to get started.

We believe that God has gifted every Christian with gifts to do ministry in the church and in the world. We also believe God calls people into ministry. It may be to serve as a leader, sing in a choir, or start a new ministry. The staff and leaders of Wesley Chapel United Methodist Church stand ready to assist you.

Please print and complete this form and get it to the Pastor or drop it by the church office. The pastor will get in touch with you soon to discuss the new ministry proposal. We look forward to working with you and we pray for God's Blessings on your new ministry.

There are some important things to know and to consider as you get started:

Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please describe the new ministry.

2. What is your **target audience**?

3. What foundational scriptures are based upon this ministry?

4. What is driving the new ministry? Is there a need? A sense of call? A heartfelt passion?

5. Do you know other people who have a passion for this area of ministry that may want to join you? Please list their names.

80

APPENDIX 9.8, Page 2of3

6. How has God equipped and prepared you for this ministry? What is your background and knowledge in this area of ministry?

7. **What will you need** to accomplish what you want to do?

• Leadership needs - Do you desire to lead or have someone else in mind? Who?

(Please explain)

• Financial needs- (please attach a proposed budget)

• Publicity needs – How will you market this ministry?

• Building or space needs – How often will you need to meet? Explain the type of setting you will need to help facilitate this ministry such as a classroom, fellowship hall, seminar type setting, etc.)

• other needs:

8. The mission of the United Methodist Church is to make disciples of Jesus Christ for the transformation of the world. How will this ministry help us **accomplish our mission**?

81

APPENDIX 9.8, Page 3of3

**ADMINISTRATIVE COUNCIL ACTION**

Date Proposal was presented\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Proposal accepted and approved by the Administrative Council \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Congratulations, your proposal has been approved by the**

**Administrative Council and your ministry is now a part of**

**the\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Every ministry we have is connected to one of our NOWW Ministries (Nurture, Outreach, Witness and Worship. You will be supported by and be accountable to the Ministry Board chairperson of that area.

• Proposal is not clear and is being sent back for revision and/or modification for the following

reason(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pastor’s signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cc: Ministry Chair

82

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# APPENDIX 9.9 - PHOTO/VIDEO RELEASE

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby grant permission to Wesley Chapel UMC (Church)to use my photograph and/or video image in any and all of its publications, including website entries, without payment or any other consideration.

I understand and agree that these materials will become the property of the Church and will not be returned. I hereby irrevocably authorize the Church to edit, alter, copy, exhibit, publish, or distribute these photographs and videos for purposes of publicizing the Church's programs or for any other lawful purpose. In addition, I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my likeness appears.

Additionally, I waive any right to royalties or other compensation arising or related to the use of the photograph and/or video image.

I hereby hold harmless and release and forever discharge the Church from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

I am at least 18 years of age and competent to contract in my own name. I have read this release before signing below, and I fully understand the contents, meaning, and impact of this release.

Participant's Name (Printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Participant's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Consent (if participant is under 18 years of age):

I hereby certify that I am the parent or legal guardian of the minor named above, and I do hereby give my consent without reservation to the foregoing on behalf of this individual.

Parent/Guardian Name (Printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

83

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# APPENDIX 9-10 - Activity Liability Waiver

***Please Read Carefully Before Signing***

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,**

**PRINT NAME ADDRESS**

**in consideration of being allowed to participate in activities offered by the Wesley Chapel UMC,**

**hereby agree to the following:**

**1. Release and Waiver of Liability (Georgia Code § 44-14-60).** Pursuant to Georgia Code § 44-14-60, I understand that participation in the activity involves inherent risks of injury, including, but not limited to, sprains, strains, bruises, bone fractures, and other physical injuries. On behalf of myself, my heirs, personal representatives, successors, and assigns, I hereby release and forever discharge Wesley Chapel UMC, its pastors, staff, volunteers, and agents (collectively, the “Released Parties”) from any and all liability, claims, demands, losses, or damages (including attorney’s fees) arising out of or in any way connected with my participation in the activity,**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** except as provided by Georgia Code § 44-14-60.

**2. Assumption of Risk.** I acknowledge that I am participating in the activity at my own risk. I assume full responsibility for any and all injuries or damages that I may sustain as a result of my participation, as long as such injuries or damages are not the result of willful or malicious failure to guard and warn against dangerous conditions on the part of the Released Parties.

**3. Medical Fitness.** I represent and warrant that I am in good health and physically fit to participate in the activity.

**4. Medical Authorization.** In the event of an emergency, I hereby authorize the Released Parties to secure medical treatment for me and to release any necessary medical information. If I am unable to make decisions regarding medical treatment, I designate

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as my emergency contact person.

Print Name / Contact #

**5. Rules and Regulations.** I agree to abide by all rules and regulations established for the activity by the Wesley Chapel UMC.

**6. Photo/Video Release.** I grant the Wesley Chapel UMC permission to use photographs or video footage of me taken during the Activity for promotional or informational purposes.

**I have carefully read and understand this Agreement and agree to be bound by its terms and conditions.**

**Participant Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Print Name Signature Date

**Guardian Signature (if participant is a minor):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

84



**APPENDIX 10.1**

# SUNDAY COUNT PROCEDURES

This provides instructions for the counting of worship service giving. Although generally services are on Sunday, these procedures will be use following all services where contributions are collected.

**A.** **Primary Tasks.** Sunday Count Teams will count all givings and deposit both cash and checks. A Monday Count Team member will assist with the check deposit.

**B. Procedures.**

**1. Retrieve a Counting Team Worksheet** from the wall near the printer. Teams will complete the worksheet with the totals from the count and total the overall Cash on the Total Cash Deposit line; then add to the Check total to get the total for the day’s count.

**2. Envelopes.**

**a. Retrieve Envelopes from the wood box**. Check the wood box for any envelopes which may have arrived during the week. If any, add them to Sunday's givings the ushers collected.

**b. Sort Envelopes.** Sort Envelopes by **Sunday School** (envelope from the Sunday School Class); **Dedicated Cash** (enveloped marked cash with an individual’s name and/or givings designated to funds), **Loose** (cash without an envelope or in an envelope without a name or fund designated; and **Checks**.

1) If a cash envelope has no name, but has funds designated, process as Dedicated Cash and write Anonymous on the name line.

2) If an envelope has both cash and check, separate and make a new envelope for one and change the existing envelope to reflect the amount now in it; no envelope will have a mix of cash and checks.

**c. Alphabetize Envelopes.** Put each category (Dedicated Cash / Checks) of envelopes in alphabetical order by name.  Make envelopes for any checks without one. This will include checks from bank bill paying companies as well as checks mailed or collected on Sundays. Mark the envelopes using the information on the checks, if no purpose is designated, assume tithes and offering. (Note, bank bill paying companies may mail multiple checks in one envelope, so be sure to separate them.)

**d. Verify Envelopes.** Within each category (Designated Cash / Checks), the team will verify each envelope ensuring the designated funds marked add to the total. Mark changes as needed.

**e. Run an adding machine tape** on each category of envelopes (Dedicated Cash / Check). Each tape total is the first verification in each category on the Worksheet. Attach the tape to stack of envelopes when the count is complete and leave on table with the Worksheet.

85

APPENDIX 10.1, Page 2of3

**3. Counting Process.**  Count each category (Sunday School, Loose, Designated Cash and Checks) separately with a verification by a second team member. Be careful opening the envelopes. Sometimes folks fold cash and checks into the sealed end, so you might tear the currency when opening.

**a. Count the Sunday School Class** cash and enter the total on the Sunday School line of Counting Team Worksheet.

**b. Count Loose Cash** (including cash from envelopes without a name or fund designated) sorting by denomination and enter the verified total on the Loose Cash line of the Counting Team Worksheet. Make an envelope for the Loose Cash, simply mark LOOSE and put the amount on the total line.

**c.** **Open the Dedicated Cash Envelopes, Verify the contents match the envelopes, Count the** **Cash and Balance.**

**1)** **Verify the cash** in each envelope to ensure it matches the envelope. If the amount differs from the envelope info, correct the envelope. Sort cash into denominational stacks.

**2) Count Dedicated Cash.** When all envelopes are opened, count the cash and gain a verified count.

**3) Balance.** Compare the cash total to the tape total. If the totals do not match, sort out the issue and resolve. Once they match, enter them on the Dedicated Cash line on the Counting Team Worksheet.

**d.** **Calculate the Total Cash.** Total the Sunday School, Loose and Dedicated totals, enter the results on the Total Cash Deposit line of the Counting Team Worksheet, and mix all cash.

**e. Open the Check Envelopes, Verify the contents match the envelopes, Count the Checks and Balance.** Remember to make envelopes for check without envelopes per 2.c. above.

**1) Verify the Checks.** Verify the amount matches the envelope total, and the spelled-out amount matches the number amount on the check. Resolve any mismatches.

**2)** **Order checks in Dollar amount numeric order.** Sort long (size) checks in their own stack regardless of the amount.

**3)** **Balance.** **Run an adding machine tape on the checks in their numeric amount order.** Match the check total to check envelope total. If they match, the count balances; if not, find the error. When totals match, enter the check total on the second check line as the second check verification line on the Worksheet.

**f.** **Total Deposit.** Add the Total Cash and Check Total entering results on the Total Deposit line of the Worksheet.

**g. Contact the Assigned Monday Counter** to deposit the Checks when the count balances.

86

APPENDIX 10.1, Page 3of3

**4. Prepare Night Deposit**.

**a.** **Complete the Deposit Slip for the Total Cash amount** ensuring the cardboard inserts are between the next deposit slip to avoid bleed through. Date it at the top. Separate the coin total, if any, from currency, enter the total at the bottom and on the side. Tear off the white copy to go in the bank bag, leaving the pink copy in the book.

**b.** **Deposit Bag.**  Take a bag and the bag keys from the top drawer of the 2nd filing cabinet from the wall. Place cash and deposit slip in bag and lock it. When organizing the deposit for the bank there is**no need to**:

        -Separate the loose and Dedicated cash for the deposit.

        -Clip or mark the cash with sticky notes by denomination...if there is an excessive amount of a denomination, you can put a cash band on it, but nothing else is needed.

**5. Take Cash Deposit to the Bank.** The Team Captain will take the cash bag to the Ameris Bank branch on John Frank Ward Blvd and drop it in the night deposit drop at the bank drive thru. The Henry County Deputy will provide escort for the bank drop. However, the Deputy must conduct traffic control prior to departing the church.

**5. Complete Work in the Finance Room** – When the count work is done:

**a.** Count Team members each sign the Worksheet and leave it on the Finance Room table along with the envelopes.

**b.** Return the deposit slip book to its location and put the deposit bag keys back.

**c.** Secure Wood Box and Finance Room when the Check Deposit is done.

87

Logo

Description automatically generated

**APPENDIX 10.2**

# MONDAY COUNT PROCEDURES

These procedures provide instructions for processing the check deposit on Sunday, and the recording of dedicated giving on Monday done by Monday counters.

**A.** **Deposit Checks on Sunday.** Sunday Team Captain will call for you when the Checks are ready to deposit. Proceed to the Finance Room and begin the deposit.

**1. Remote** **Deposit.** Counter will use the AMERIS Bank Remote Deposit to deposit the checks online.

a. Log on to the computer facing the wall as Counters.

b. Open Chrome using the icons at the bottom of the window select FSDIRECT for AMERIS Bank and login using the bank Counter’s USERID and password. It may add a security check by sending a code to your cell.

**2. Create the Deposit.** After logging in the screen will open to show the deposit page. It will have the Counter’s username on the top left followed by a paragraph of data and Deposits at the bottom showing the # Open, Pending, etc. On the top right you will see “Create a Deposit” with blocks below it. Enter the data to create the deposit:

a. Select the account, General Fund. Most times, the correct account will populate upon logging in.

b. Total - Enter the Total $ amount of the checks with the decimal and cents (i.e., 4000.34) and click “**Create Deposit**” at the lower right.

**3. Deposit Checks.** The input screen will open to allow check deposit.

a. **Load Scanner**. Put Checks in Scanner (to the left of the computer) – place checks with the front ends aligned and fronts facing toward the door. Note: Ensure there are no folds, loose pieces, etc. Scan large checks separately…ensure the slot is pulled out. Recommend putting no more the 20-25 checks in at a time to avoid jams.

b. **Scan Checks.** Click “**Capture**.” A picture of a Scanner will appear. Click “**Start Capture**” and the scanner will begin to scan. Move the cursor as soon as you hit Start Capture because “stop capture” will appear next and it is very sensitive. Continue loading scanner until all checks are done.

c. **Stop Scan/Correct Errors.** When all checks are done, click “**Stop Capture**.” The scanner picture will disappear. Click “**Next**.” This will switch to a review process. If the scanner did not properly read a check it will appear with a window to the right indicating the problem. **Enter the correction**, i.e., the amount, etc. Some errors may not allow correction, in those cases, delete these checks and rescan them.

88

APPENDIX 10.2, Page 2of4

d. **Balance.** In cases where the totals do not match, the Counter must sort out the problem. Look at the difference between the balances and look for checks with that total. The scanner may have recorded the check amount incorrectly because of the handwriting.

e. **Submit Deposit.** When all the problems are fixed, if the checks total matches the deposit total input at the start from the deposit form the Check tape, the deposit balances. Click “**Submit**” to complete the deposit.

**4.** **Print Merchant’s Deposit Summary Report/Logout**.

a. Click **“Reports”** (at the top in the blue band), a box appears on the left of the screen to customize the report. Use the drop down to Click “**Deposit Summary**.” Today’s date should be in the date range, click “**Create**.” It may take a few minutes to formulate the report.

b. When the report is generated, click the printer icon in the upper right corner, then **Print**. The report prints to the printer to the right of the counter.

c. **Logout.** Click the head icon lowest on the right which will then show “profile” and “logout,” then click **logout** to exit the App.

**5.** **Deposit Confirmation**. Treasury Services will send confirmation of the deposit to the Counter’s email on file and carbon, cc, the Church Treasurer. However, forward the email sent to your address to the Treasurer as well.

**6. Filing Checks.** Wrap the check tape around the checks with the total on top. Clip them together. Label “**Deposited**, **Date**, and the **Counter’s Initials.”**

1. Place them in the wooden box on top of the stack.

2. Remove the stack of checks from the bottom. This stack should have been deposited over 60 days ago. Checks are maintained for 60 days. Shred that stack of checks

**7. Secure the box.** Ensure the pad lock is closed.

**RECORD THE GIVING FOR BY MEMBER**

**Elexio** is the online application Counters uses to record how members want their funds distributed. Using the envelopes that have been checked and verified above, the Counter will input the giving of each member using these instructions:

**A. Go to the BOOKMARKS; select Elexio and click to open.**

**B. Giving Batch.**  On the left is a menu listing, click “**Giving**,” then “**Choose Batch**.”

1. Batch history will show with the most recent batches at the top and a blank above them.

2. Using the same format create the current batch:

a. BATCH NAME –**MMDDYY COUNTER INITIAL Type of Deposit (Cash and Checks),** i.e., 010122 BW Cash and Checks.

b. DATE – Use today’s date.

c. AMOUNT – Enter the total of the Givings. Total cash plus total checks.

d. Create Batch – Click “**Create**.” The input window will open.

89

APPENDIX 10.2, Page 3of4

**C. Input.** Start with the Designated Cash envelopes and enter each person’s giving.

**1. Name.** Begin to type the name, the program will give matches. So **input the most unique part of the name**, i.e., Tonja Johnson, use the first name to get to it faster…there are tons of Johnsons, but only one Tonja in our congregation. Once the name appears in the drop down click it…make sure you select the correct person…glance at address, middle initial, Suffix, etc. Loose, Sunday School, and designated giving without a name will be entered under the name Anonymous.

**2. Amount.** Enter the entire breakdown from the envelope each separated by a slash, i.e., 100/50/25/10/5. Add Tithes and Offering together for one entry. When done the App will total the input which should match the envelope total, if not check the input.

**3. Funds.** Enter where the funds were designated to go from the envelope, ensuring the order matches the amount entered. “**General Fund**” is the default; thus, if nothing is selected, the funds will remain in the General Fund. In general, no funds should be left in the General Fund.

a. Type the first few letters to narrow the search, i.e., “**tit**” for Tithes, “**ben**” for Benevolence, “**bur**” for Stewardship/Burn the Mortgage, “**fait**” for UWF; “**men**” for UMM….; “**spe**” forSpecial Conference Offering, etc. “Special Conference Offering” is used for things like Human Relations Month, Mother’s Day Offering, etc.

b. If the Tithes and Offering were not added together when inputting the amount, just select the fund twice.

**4. Cash or Check #.** Enter “**C**” for cash on the first line of cash input. Skip this column on check input the App will automatically populate to the other lines.

**5. Notes**. Use this column to give the reason for the giving, i.e., Human Relations Month, Dues, etc. If nothing is specified on the envelope, skip it.

**6. Cash Balance / Sunday School / Loose.** Once the Designated Cash envelopes are complete, check the total at the bottom, it should match the Designated Cash total on the Worksheet and the Designated Cash tape. If not, find the error before moving on. Once the Designated Cash total matches, add both Loose and Sunday School as Anonymous and check the total again. It should match the total cash deposit.

**7. Check Input.** Oncethe cash envelopes are done, begin the check envelopes using the same input process, except leave the check# column blank.

**8.** **Balance**.

a. When done with all the input the total line should match the batch total at the bottom and there should be a green check mark. If not, review the input to find the error, correct it so that the totals match and the green check mark appears.

b. **Submit Input.** When the totals match, click “**Submit**” then “**Submit**” again to finalize the input.

**9.** **Audit the Fund Input / Correct Fund Error(s)**. Do a visual audit of the input to ensure the correct funds were selected. For example, on most days there should not be anything going into

90

APPENDIX 10.2, Page 4of4

the General Fund, so if there is, check that entry. From the input the Counter should have an idea of what was input and be able to identify funds that should not have been selected. Another common mistake is selecting Threads because it is near Tithes and Offering. This audit is just an “eyeball” check. If no errors, skip to D. If there are error noted, fix using the instructions below:

1. Select “**Report”** from the left menu;a series of blocks will appear to the right, select “**Giving Summary**” then “**Batch**” from the top of the window. All the batch files will appear, today’s batch should be at the top of the list; select it by clicking on it.

b. The report will appear in detail with the headers, Name, Fund, etc. Click on the header “**Fund**.” This will arrange the giving by Fund. Go to the Fund column which needs correction, i.e., “General” and click “**Edit**” on the right by each entry that needs correcting.

c. A box will open for that entry which allows a drop down to change the fund (or the amount, or transfer the giving to another person. Once changed, click “**Save**” which returns to the report. Continue the edit process until all corrections are made.

**D.** **Print Report**. Print the contribution to funds summary located at the bottom of the Giving Summary.

**1.** **Highlight the summary.** Hold down the cursor at the **A** of **Amount** given for pledge and drag the cursor straight down until the entire summary is highlighted in blue.

**2.** **Print.** Hover over the highlighted summary and **Right Click.** From the menu that appears, select “**Print**.” The print window will open, hit print again. The report will print to the printer to the right of the computer. Attach the report behind the Worksheet.

**E.** **Logout / Sign-out / Shutdown**.

**1.** **Logout.** Use the head icon to ensure proper logout of the App. Then X out of Chrome.

**2.** **Sign out of Counters**. Click the Windows icon in the lower center left, click the head icon for Counters, then click the **dots** in the upper right corner of the box that opens, then click “**Sign-out**.”

**3.** **Leave the Computer Powered.** Leave the power on.

**F.** **Envelopes Filing**. Wrap the tape around each set of envelopes with the total on top, label “**Recorded,** **Date**, and the **Counter’s Initials,”** then band them. Both sets can be banded together if a small amount. Place envelope bundle(s) in the drawer beneath the Bank Gag drawer marked Envelopes and the current month. File in the folder for that month.

**G. Order the Room.** Put everything back in its place, calculators, bank bag, chairs, etc. Close the door upon departure.

91

 **APPENDIX 10.3**

**Benevolent Fund Application and Checklist**

Good Day,

***Galations 6:10 “While we have opportunity, let us do good to all people, and especially to those who are of the household of faith.”***

The Benevolence Ministry Team will process applications the 2nd Wednesday of each month. Only completed applications will be considered. If you do not receive a call by the 2nd Friday, your application was not complete or considered.

**DO NOT CALL THE CHURCH OFFICE FOR A BENEVOLENCE UPDATE**

Please adhere to every item # noted below or your application will be denied:

1. Complete name of applicant and spouse, if in household including copy of current GA identification or GA license with address the same as application.

1. Complete address – Henry County only/Telephone number written legibly.

1. Include names of all individuals living in household.

1. Applicants must be employed or show an intent to hire letter w date, or Award Letter.
2. Recent paycheck invoice or proof of direct deposit.
3. Delinquent Utility invoice and passcode/address must be same as on application

1. Property Managements demand for possession or mortgage delinquency/foreclosure invoice.
2. Copy of the 1st and last page of the current lease agreement; including the property manager’s name and telephone number or mortgage invoice with account number and contact information.
3. Indicate your contribution toward the outstanding amount.
4. SIGN & DATE APPLICATION: Email all documents to [benevolence@wesleychanpelmcd.org](file:///C:\Users\Creekside\Downloads\benevolence@wesleychanpelmcd.org).

"YOUR SIGNATURE GIVES WCUMC PERMISSION TO SHARE YOUR INFORMATION WITH THE HENRY COUNTY BENEVOLENCE NETWORK RESOURCE AGENCIES.  ALL PAPERWORK WILL BECOME THE PROPERTY OF THE BENEVOLENCE TEAM OF WESLEY CHAPEL UNITED METHODIST CHURCH."

Thank you,

Benevolence Team

Wesley Chapel UMC

397 Racetrack Road

McDonough, GA 30252

770-957-4728 office

770-898-5197 fax

92

**Wesley Chapel United Methodist Church**

**Benevolent Fund Application and Checklist**

**Every line must be completed to be given consideration.**

**DISCLAIMER**: Submitting an application is not a guarantee that you will receive assistance from Wesley Chapel United Methodist Church. The Wesley Chapel Benevolent Fund does **NOT** distribute CASH. **THERE IS NO CASH ON THE PREMISES.**

**PLEASE PRINT**

**PERSONAL INFORMATION**:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Apt. # \_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County: \_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_

Telephone Number(s) Home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GA License or State ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Are you married? \_\_\_\_\_\_\_

If yes, spouses name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Spouses GA License or State ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WHO LIVES WITH YOU**

Total number in household: Adults \_\_\_\_\_\_ Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Children: \_\_\_\_\_\_ Names & Ages: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WHERE HAVE YOU APPLIED FOR ASSISTANCE?**

Are you a member of Wesley Chapel United Methodist Church? \_\_\_\_\_\_ If no, which church are you a member of? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you or your spouse previously applied for assistance from Wesley Chapel UMC? \_\_\_\_\_

If Yes, (Check One) Approved \_\_\_\_\_\_\_ Declined \_\_\_\_\_\_\_ Amount Received \_\_\_\_\_\_\_\_\_\_\_

**OTHER CHURCHES OR AGENCIES**

Have you applied at your church, another church, agency or organization? \_\_\_\_ Date: \_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount Received $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you applied at your church, another church, agency, or organization? \_\_\_ Date: \_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount Received $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMPLOYMENT**

Are you or another adult in your home currently employed? \_\_\_\_ Who? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, how long? \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employers Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hourly $ \_\_\_\_\_\_\_\_\_\_\_ Weekly $ \_\_\_\_\_\_\_\_\_\_ Bi-Weekly $ \_\_\_\_\_\_\_\_\_\_\_\_\_ Monthly $ \_\_\_\_\_\_\_\_\_\_\_

**Check One**: If unemployed, were you:

Laid off \_\_\_\_\_\_ Fired \_\_\_\_\_\_\_ Voluntary Separation \_\_\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_

Explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 93

APPENDIX 10.3, Page 3of3

**OTHER INCOME YOU MAY RECEIVE IN YOUR HOME (Fill in each one that applies)**

Unemployment $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SSI $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Disability $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Food Stamps $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Retirement $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child Support $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL MONTHLY AMOUNT** $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IN WHICH ONE OF THE FOLLOWING DO YOU NEED ASSISTANCE? (Fill In One)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TYPE** | **PROVIDER**  **The payee’s name that will appear on the Wesley Chapel check** | **Months Delinquent & Amount owed (Include late fees)** | **Applicants Contribution** | **Amount Requested** |
| Mortgage |  |  |  |  |
| Rent |  |  |  |  |
| Utility |  |  |  |  |
| Other |  |  |  |  |

***Applicant Signature***: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***Date:*** \_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have additional comments pages attached: Yes \_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_

**Reviewer’s Recommendations**: Assist \_\_\_\_\_ Decline \_\_\_\_ Recommended Amount \_\_\_\_\_

**Reviewer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Approver: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Finance Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_***

***Approved Funds Receipt:***

***Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_***

94

Logo

Description automatically generated

**APPENDIX 10.4**

# PAYMENT VOUCHER



Download this page to your device;

Double click on the PDF object, then click OPEN on the screen that appears.

The fillable voucher will open in the internet window of your device.

**PROCESSING INSTRUCTIONS:**

1. Complete the voucher by typing in the information per the form. Sign the voucher using the pen on the upper left or simply type your name.
2. Save the voucher to your device using a filename that describes it, i.e., Veterans Day Honorarium. (Note: You will need to specific where on your device you want the file; the default is Downloads)
3. Create and email from you to your approving leader, i.e., if NOWW Chair, Trustee Chair, etc.

* 1. Carbon Copy (CC) the Lead Pastor or Finance Chair and the Treasurer.
  2. Type a concise message that explains your submission.
  3. Attach the voucher you saved earlier.
  4. Attach scanned copies of all supporting documentation, i.e., invoices, receipts, etc.
  5. Send the email and your voucher has entered the process for approval.

95

 **APPENDIX 11.1**

# DRIVER APPLICATION FORM

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth\_\_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone (Home)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (cell)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver’s License Number and State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expiration Date\_\_\_\_\_/\_\_\_\_/\_\_\_\_ Restrictions\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insurance Co. Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Insurance Policy #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you had any violations or accidents in the past three years? No\_\_\_ Yes\_\_\_

(Individuals who have had more than a single violation or an at fault accident in the past three years per our insurance provider are not eligible to be a driver.)

If yes, please provide details:

Has your license ever been suspended, revoked, or restricted? No\_\_\_\_ YES\_\_

If yes, please provide details:

Has any insurer cancelled your personal auto insurance policy or refused to provide such a policy at any time? No\_\_ Yes\_\_

If yes, please provide details:

Do you suffer from any physical impairment other than the use of corrective lenses?

No\_\_\_\_\_ YES\_\_

If yes, please provide details:

**Driver applicants must furnish the Wesley Chapel UMC church office a copy of their driver’s license. If approved, this application will be good for one year**.

I, the undersigned, certify that the information herein provided is true and complete to the best of my knowledge and that I have made no false, misleading, or erroneous statements. I understand that this information will be provided to the church insurance company. I agree to abide by the Wesley Chapel UMC Bus Policy. ***In the event I do not feel that I can carry out my driving responsibilities in a satisfactory manner***, I will voluntarily remove my name from the Wesley Chapel UMC drivers list.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_/\_\_\_\_/\_\_\_\_\_

Signature of Applicant

**Office Use Only: Please place a check mark if reviewed and received.**

**Insurance\_\_\_\_\_\_\_\_ Trustee\_\_\_\_\_\_\_\_\_\_\_\_\_ Forms A & B\_\_\_\_\_**

96

**APPENDIX 11.2**

**Wesley Chapel UMC**

**397 Racetrack Road, McDonough, GA 30252**

# Trip Release and Liability Form

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LIABILITY WAIVER FOR PARTICIPANT: As a participant in **Wesley Chapel UMC** Trip (s) I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of injuries, including death, damages, loss which I sustain as a result of participating in any and all trips connected or associated with the activity(s). I do herby release and discharge **Wesley Chapel UMC,** their officers, agents, volunteers, and employees from any and all claims from injuries, including death, damages of loss which I may have or may occur to me on account of my participation in the activity(s).

I FULLY READ & UNDERSTAND THE FOREGOING

Signature of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

97

**APPENDIX 11.3**

**WESLEY CHAPEL UNITED METHODIST CHURCH**

**397 Racetrack Road, McDonough, Ga. 30252**

**770-957-4728**

Diagram

Description automatically generated

# Trip Permission Slip & Medical Release Form

Date & Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Departure Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Return Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ give my child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ permission to attend this function.

In case of emergency my child has health insurance with:

(Company name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Policy Number) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I give the Adult Advisors permission to act on my behalf in making decisions in case of an emergency concerning my child. I also give medical permission to attending physicians to provide emergency care for my child.

In case of any emergency while my child is attending this event I can be reached at:

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency contact person in case I cannot be reached.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Important about my child (example: medical conditions, food allergies, etc.):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I will not hold Wesley Chapel United Methodist Church or the Adult Advisors responsible for any accidents or injuries my child may incur while attending this event.

Parent’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Child’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

98

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99

**APPENDIX 11.4.1**

# **PASSENGER VEHICLE CHECKLIST**

**DRIVERS BEFORE, DURING AND AFTER OPERAITON CHECKLIST**

Vehicle (Make/Model/Year): *circle one*  14 Passenger - FORD/E350/2008 \_ 24-Passenger - FORD/E450/ 2004.

Odometer Reading at start of Operation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ After Finished Operation \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Driver \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time trip began \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time trip ended \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check any item that needs attention and include details in the “comments”. Do not drive the vehicle if the item has an asterisk by it until the defects discovered have been corrected and/or authorized by a mechanic (Trustees).

Noise (usual) OK Need Attention Leaks (look underneath) OK Needs Attention

\*Noises \_\_\_\_ \_\_\_\_\_\_ \*Oil \_\_\_\_ \_\_\_\_\_\_

\*Other \_\_\_\_ \_\_\_\_\_\_

Gauges OK Need Attention Safety Equipment OK Needs Attention

\*Fuel \_\_\_\_ \_\_\_\_\_\_ \*Fire Extinguisher \_\_\_\_ \_\_\_\_\_\_

\*Temperature \_\_\_\_ \_\_\_\_\_\_ First Aid Kit \_\_\_\_ \_\_\_\_\_\_

\*Dashboard Warning \_\_\_\_ \_\_\_\_\_\_ \*Reflective Triangles \_\_\_\_ \_\_\_\_\_\_

Lights Flares \_\_\_\_ \_\_\_\_\_\_

Lights OK Need Attention Map OK Needs Attention

\*Headlights \_\_\_\_ \_\_\_\_\_\_ \*Emergency Contacts \_\_\_\_ \_\_\_\_\_\_

\*Brake Lights \_\_\_\_ \_\_\_\_\_\_ Cell Phones \_\_\_\_ \_\_\_\_\_\_

\*Turn Signals \_\_\_\_ \_\_\_\_\_ \*Taillights \_\_\_\_ \_\_\_\_\_\_

Hazards Lights \_\_\_\_ \_\_\_\_\_\_ Spare Bulbs & Fuses \_\_\_\_ \_\_\_\_\_\_

Other OK Need Attention Tires OK Needs Attention

\*Windshield Wipers \_\_\_\_ \_\_\_\_\_\_ Proper Inflation \_\_\_\_ \_\_\_\_\_\_

\*Fan and Defroster \_\_\_\_ \_\_\_\_\_\_ 14 - Front 75PSI Rear 65PSI \_\_\_\_ \_\_\_\_\_\_

\*Brakes & Park Brake \_\_\_\_ \_\_\_\_\_\_ 24 - Front 65PSI Rear 80PSI \_\_\_\_ \_\_\_\_\_\_

\*Mirrors \_\_\_\_ \_\_\_\_\_\_ \*Adequate Tread \_\_\_\_ \_\_\_\_\_\_

\*Horn \_\_\_\_ \_\_\_\_\_\_ Spare Tire Inflated \_\_\_\_ \_\_\_\_\_\_

Exhaust System \_\_\_\_ \_\_\_\_\_\_ (Mufflers and Tailpipes)

Vehicles Condition following Driver’s inspection

\_\_\_\_\_ Acceptable: Vehicle can be driven without further inspection.

\_\_\_\_\_ Requires Attention: Vehicle can be driven but should be inspected by a mechanic in next 30-days.

\_\_\_\_\_ Requires Immediate Attention: Vehicles should not be driven until it has been inspected by a mechanic.

COMMENTS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Defects noted have been repaired / Defects have not been repaired but vehicle is safe for operation.

Trustee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Passengers \_\_\_\_\_\_\_\_\_\_\_.

100

Logo

Description automatically generated **APPENDIX 11.5**

# Transportation Credit Card Policy User Agreement

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(PRINT FULL NAME)

acknowledge that I have read, fully understand, and agree to adhere to all the requirements of the Wesley Chapel U MC Transportation Credit Card Policy.

I, further acknowledge that the credit card is for business use only and will be used accordingly. Use privileges will be terminated immediately for failure to adhere to this policy and reimbursement for any personal expenses will be required.

Signature

Date

101

Logo

Description automatically generated

**APPENDIX 11.6**

**Wesley Chapel United Methodist Church**

# Permanent Bus Riders Signup Form

The Wesley Chapel UMC Bus is available to pick up members and guests who reside in the immediate area Sunday School and the 10:30am service.

If you desire to become a permanent bus rider, please complete this form, and return it to the driver or the church office.

Your address will be added to the permanent route for pickup each Sunday. If you will not ride the bus on a particular Sunday, please contact the Church office at (770) 957-4728 providing your name, address, and phone number prior to 12:00 noon Friday or Thursday if Friday is a holiday.

Please complete the following information:

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that the driver will pick me up on Sundays for Sunday School and Church.

I understand that I only need to call the church by Friday at noon when I do not need a ride on a

Sunday.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_/\_\_\_\_/\_\_\_\_\_

Signature of Applicant

102

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Description automatically generated**APPENDIX 11.7**

# Employee/Contractor Equipment Loan/Use Agreement

1. **Equipment Owner**. Wesley Chapel United Methodist Church

397 Racetrack Rd, McDonough, GA 30252

Tech Lender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

1. **User Information.**

Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Equipment information**.

Make: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Model: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Serial #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Use Agreement Terms.**

By signing this form, I acknowledge the equipment mentioned above is the property of Wesley Chapel UMC, 397 Racetrack Road, McDonough, GA30252 is in working order and that I agree to the following terms:

1) The equipment is to be used for work-related purposes only. Auditing will occur periodically.

2) If the equipment is lost or stolen, I am responsible for replacement costs.

3) If the equipment is damaged (excluding normal wear and tear), I am responsible for repairs (after 1 year upon signing this agreement).

4) Upon separation from Wesley Chapel UMC, I will return the equipment in good working order. If I fail to return the equipment upon separation from Wesley Chapel UMC, or if equipment is damaged (excluding normal wear and tear), I will be responsible to cover any replacements costs Wesley Chapel UMC might incur.

Signature: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](about:blank)\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

103

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Description automatically generated **APPENDIX 11.8**

# WEDDINGS, VOW RENEWALS AND RECEPTIONS

**AGREEMENT**

**GENERAL:**

A wedding is a sacred occasion and a service of Christian worship. As such, the service should reflect what we believe about God and the institution of marriage. In the planning stages of your wedding service, you are encouraged to include those things which are consistent with worship in the life of our congregation. This agreement has been prepared to aid you in this endeavor.

Careful planning is necessary for all weddings. Scheduling of the facilities for weddings is on a first-come, first-served basis. This agreement provides guidelines and policy for weddings, vow renewals, and receptions held at Wesley Chapel UMC. Any exceptions to the policies outlined, must be approved by the Lead Pastor.

Discussion of weddings in this policy/agreement is also applicable for vow renewals.

**CONFERENCE WITH THE LEAD PASTOR REQUIRED (when the Lead Pastor is performing the ceremony):**

The Lead Pastor requires you to participate in pre-marital counseling. The format for the counseling sessions will be provided prior to the first meeting.

If the Lead Pastor is not officiating the wedding, we strongly urge all couples to receive pre- marital counseling.

Any wedding consultant hired by the family will work under the Lead Pastor or presiding pastor’s guidance. Active participation by other ministers should also be discussed during the first conference. Credentials of the Officiating Pastor will be given to the Lead Pastor **30 days** prior to the wedding ceremony.

**MUSIC:**

Music selected for a wedding service is a very personal and significant part of the ceremony, and individuals’ taste vary. However, it is important to keep in mind that a church wedding is a worship service, and the music should be in keeping with the sacredness and reverence that is customarily observed in Christian worship.

The Bride and Groom are responsible for the wedding and reception music/musicians and will the provide the Church a proposed list of songs for approval at least thirty days prior to the ceremony.

**DECORATIONS:**

While we endeavor to work with the Bride and Groom in decorating church facilities, the following decoration guidance **MUST** be adhered to:

104

APPENDIX 11.8, Page 2of4

A. This is God’s house, and the decorations should reflect an atmosphere of Christian worship.

B. Neither the Cross on the wall, nor the Cross on the Altar will be obscured by decorations.

C. Nails, tacks, staples, scotch tape, or wire may be used to attach decorations or equipment to walls, woodwork, furniture, or floors. Only pew tape or florist tape is to be used.

D. **ONLY DRIP-LESS CANDLES** are to be used, with adequate mats and/or cloths on carpets, woodwork, and pews.

E. The hymnals/Bibles of the church may **not** be used in any way for decorations aids (i.e., as props or bases), nor should they be removed from the Sanctuary.

F. During the special seasons of the year, such as Christmas and Easter, any seasonal decorations present in the church may **not** be removed from any area.

**ROOM ASSIGNMENT AND ALLOTED TIME:**

1. Weddings are not booked after 6:00 p.m. The Church must be vacated by 11:00p.m.
2. The choir room is designated for the Groom and groomsmen, the nursery designated for the Bride and a Classroom for the bridesmaids. The bride may use the Conference Room instead.
3. Five (5) hours is allotted for weddings with reception. Two (2) hours in the Sanctuary and Three (3) hours for reception in the Fellowship Hall. Music in the fellowship hall should be appropriate for a church environment.
4. Three (3) hours is allotted for receptions without a ceremony.
5. Three (3) hours is allotted for rehearsal and with dinner.
6. Two (2) hours allotted for rehearsal without a dinner.

**GENERAL CHURCH REGULATIONS:**

Smoking or vaping is **not** permitted in any part of the church facility. The wedding party will be responsible for informing guests of this policy.

1. **Under no circumstances will alcoholic beverages be served, nor will anyone under the influence of alcohol be permitted to participate in the rehearsal or wedding ceremony**
2. The throwing of rice, birdseed, or blowing bubbles **is not permitted**.
3. The dress of the wedding party shall be in good taste for a religious ceremony.
4. Any dressing damage (i.e., cosmetic, lipstick, nail, or shoe polish, etc.) is the responsibility of the wedding party.
5. Care must be taken to protect all church property against damage. The wedding party assumes responsibility for any damage to furniture or fixtures. It is the responsibility of the Bride and Groom to inform the florist of these guidelines. The church will reserve the right to restrict any florist, caterer, and/or consultants who violate these regulations.

105

APPENDIX 11.8, Page 3of4

1. **SANCTUARY FURNITURE:**

a. The pulpit podium **should not** be removed.

b. Chairs from the pulpit **may be** removed.

c. The Communion Table **may not** be removed.

d. Under **No** circumstances will the piano or keyboard be moved.

**REHEARSAL:**

Only one (1) rehearsal is allowed per wedding. Additional rehearsals require additional fees.

The rehearsal and rehearsal dinner should be scheduled from 7:00-10:00 p.m. The Sound Tech is available 1.5 hrs. for the wedding rehearsal.

**FEE SCHEDULE:**

|  |  |  |
| --- | --- | --- |
| **FEE SCHEDULE** | **Non-Members** | **Members\*** |
| Deposit\* | $800.00 | $400.00 |
| Use of Sanctuary Only | $1,000.00 | $500.00 |
| Use of Thomas Hall\*\* | $800.00 | $400.00 |
| Kitchen\*\*\* | $500.00 | $250.00 |
| Conference Room | $200.00 | $200.00 |
| All Other Rooms (each) | $100.00 | $50.00 |
| Trustee | $200.00 | $200.00 |
| Custodian Fee | $300.00 | $300.00 |
| Sound Tech (Rehearsal & Wedding) | $350.00 | $350.00 |

Honorarium for the Presiding Minister **Responsibility of the Bride and Groom**

\*Bride or Groom has at least one (1) year membership at Wesley Chapel UMC.

\*\*Refundable if no damage or missing items

\*\*\*Includes use of round tables and folding chairs

\*\*\*\*Includes use of the appliances; does not include use of utensils or pastry.

**PAYMENT OF FEES:**

One half (1/2) of the total amount due must be paid upon booking. All fees must be paid in full two (2) weeks prior to the wedding, by **CASH, CASHIERS CHECK, and/or MONEY ORDER.** Make cashiers’ checks and money orders payable to Wesley Chapel UMC.

**PHOTOGRAPHERS:**

You are asked to instruct the photographer, family, and friends, that pictures will be taken at the discretion of the presiding minister and the wedding couple.

**CEREMONY PREPARATION:**

The church facilities will be open three (3) hours prior to the scheduled time of the service. If additional time is necessary, coordinate with the church office.

106

APPENDIX 11.8, Page 4of4

**CANCELLATION OF THE WEDDING:**

1. Thirty days (30) prior to the wedding: one half (1/2) of the **deposit fee** is refunded. **No refund will be made if the cancellation is within thirty days.**
2. Full refund will be made if cancellation is caused by conditions arising from **Acts of God** (i.e., hazardous weather, etc.)

**CATERER:** The Caterer will:

1. Be responsible for the reception and its details.
2. Bring his/her own serving utensils, all equipment, and supplies.
3. Remove all trash and take to the dumpster.
4. Clean the kitchen in accordance with the Kitchen Procedures.

A Wesley Chapel United Methodist Church Trustee will be present during the wedding and/ or reception.

I have read and understand Wesley Chapel United Methodist Church guidelines/policies and written agreement for events, and hereby agree to contents written therein:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINT YOUR NAME DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE WESLEY CHAPEL STAFF

107

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**APPENDIX 11.9**

# FUNERAL, MEMORIAL SERVICE AND REPAST

**GUIDELINES**

**FEE SCHEDULE:**

|  |  |
| --- | --- |
| Members\*  Funeral: | No cost **($300 Deposit/refundable)** for a service including a Keyboardist, Choir, Media/Sound Support, and Officiant.  Live Streaming ($250); Auxiliary Musicians ($200ea) |
| Repast: | $1,000 towards the repast meal for up to 100 people. Each additional $10 per person. |
| Non-members  Funeral: | **$300 Deposit (refundable)**  $2450 for use of Sanctuary, a Keyboardist, a Soloist, Sound Tech, Live Streaming/Media Support, Trustee and Custodian Fees.  Officiants ($300); Auxiliary Musicians ($200ea) |
| Repast: | $15 per person with paper products included.  Users may have food catered, but caterers must supply their own paper products, utensils, and equipment. |
| Timeframe:  Funeral - 3 hours    Funeral w/Repast – 5 hours | 10:00am -11:00am - Lie in State  11:00am -1:00pm – Funeral  Repast – 2 hours from time of return from internment.  $150 for each additional hour over 3 hours for the funeral and over 2 hours for the repast. (Prorated) |

**\***A Member is an individual who is currently on the church roll who has been an active member in the life of the church or was active until becoming inactive due to long-term illness or disability whether at home or Nursing Home; and those away on military duty or at school.

108

APPENDIX 11.9, Page 2of3

**SERVICE COORDINATION:.**

The Lead Pastor will consult with the family on the organization and performance for funeral services held at Wesley Chapel United Methodist Church. In conjunction with the Administrative Assistants, the Lead Pastor will ensure the service is coordinated as the family desires.

a.  **Final plans for the Order of Worship and Repast must be approved by the Lead Pastor 3 days prior to the Funeral.**

b. **No more than 3 people for remarks. If open remarks, 3 people must be identified beforehand.**

c. **All Audio Visuals products are due in the church office 2 days prior to the Funeral.**

**Fee Schedule for in-active** (*as defined in this policy)* **and non-members:**

* Accompanist (piano music only) $200
* Soloist (vocal or wind instrumental) $200
* Auxiliary Musicians (guitarist, bassist, or percussionist) $200

All outside musicians/artists must be approved by the Director of Music Ministry 48 hours prior to the service. All fees are to be paid directly to the musician/artist 24 hours prior to the scheduled service. For additional information, please contact the Director of Music Ministry.

The Wesley Chapel UMC portion of Repast cost for members and inactive members will be funded from Benevolence.

**PAYMENT OF FEES:**

All fees must be paid in full at least 3 days prior to the Funeral by Check, or Money Order. Make check or money order payable to Wesley Chapel United Methodist Church. **Please make a separate check for the $300 refundable deposit; this check will not be deposited and will be returned if there are no damages noted after a walk-through at the conclusion of the Funeral, Memorial Service or Repast by the Trustee-On-Duty.**

**PREPARATION FOR FUNERAL, MEMORIAL SERVICE AND REPAST:**

-Trustees will open the church two hours prior to the funeral.

-The Nutrition Ministry will provide ministry servants to cook, serve, and conduct simple clean-up after the Repast.

-Non-members must have a licensed caterer if they do not request a Wesley Chapel UMC. Repast. The Caterer must submit credentials to the Administrative Assistant at least three (3) days before the repast.

**The Lead Pastor will have final approval for all arrangements.**

If there are any exceptions to the guidelines as outlined, they must be approved by the Pastor and Trustees.

109

APPENDIX 11.9, Page 3of3

**ADMINISTRATION OF FUNERAL, MEMORIAL SERVICE AND REPAST.** The Administrative Assistant will be responsible for the completion and administration of each rental agreement including the receiving of all funds payable to the church.

**FEE SHEETS.** Fees for the two (2) categories of support are reflected in the Fee Sheets included in this policy.

Member Fee Sheet - [Appendix 11.9.1](#_ACTIVE_MEMBER_FEE).

Non-Member Fee Sheet - [Appendix 11.9.2](#_INACTIVE_MEMBER_FEE).

**AGREEMENTS.** This policy has two (2) agreements which will be used to schedule and coordinate services depending on the category of user.

Members - [Appendix 11.9.3](#_FUNERAL,_MEMORIAL_SERVICE).

Non- Members - [Appendix 11.9.4](#_FUNERAL,_MEMORIAL_SERVICE_1).

110

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**APPENDIX 11.9.1**

**FUNERAL, MEMORIAL SERVICE AND REPAST**

## MEMBER FEE SHEET

**MEMBER FEES:**

Wesley Chapel will provide an officiated funeral service to members including a keyboardist, choir, media support, and sound; as well as a Repast meal for up to 100 people at no cost to the member.

Wesley Chapel covers required fees for this service:

• $200 – keyboardist

• $150 – media operator (video presentations/camera operation) \*

• $1,000 – Repast (Benevolence)

**OPTIONAL SUPPORT:**

Member may purchase additional support for the following fees: •\*$250 – Livestreaming Includes creation of placeholder slide by Wesley graphic designer for display during Viewing, intermittently during Homegoing Service)\*

• $200 – drummer

• $200 – bass guitarist

• $10 per person for each Repast guests above 100

\*Sound/Media systems can only be operated by the Wesley Chapel UMC sound tech and Wesley Chapel Media Operator, one of our trained team members, or a technician from our approved contractor list.

111

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**APPENDIX 11.9.2**

**FUNERAL, MEMORIAL SERVICE AND REPAST**

## NON-MEMBERS FEE SHEET

**NON-MEMBERS FEE: $2,450.00**

$1,000 - Rental

$150 - Sound Tech

$150 - Media Operator (video presentations/camera operation)\*

$200 - Keyboardist

$100 - Soloist (2 selections)

$250 - Livestreaming\*

$100 - Trustee

$200 - Custodian

$300 - Nutrition

Repast: $15 per person

**OPTIONAL SUPPORT:**

Additional support may be purchased for the following fees:

$300 - Officiants (2 each)

$200 - Drummer

$200 - Bass guitarist

\*Sound/Media systems can only be operated by the Wesley Chapel UMC sound tech and Wesley Chapel Media Operator, one of our trained team members, or a technician from our approved contractor list. Exceptions are subject to approval by Dir. of Music Ministry.

112

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**APPENDIX 11.9.3**

**FUNERAL, MEMORIAL SERVICE AND REPAST**

## MEMBERS\* AGREEMENT

**Funeral:** No cost for members **($300 deposit/refundable)**

**Repast:** The church will pay for the repast meal for 100 people. Member pays $10 for all additional persons over 100.

**Time frame for Funeral is 3 hours:**

10:00am -11:00am - Lie in State

11:00am -1:00pm - Funeral

**w/Repast – 5hours:**

Repast – 2 hours from time of return from internment.

$150 for each additional hour over 3/5 hours. (Prorated)\*\*

Deceased Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Name First Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address City State Zip Code

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Telephone Cell Phone Work Phone

**Requested Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day of Week Date Time

Approximate Number of Guests for Repast:

**FUNERAL DIRECTOR:**

**Name:**

**Address:**

Street City State Zip Code

**Telephone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

113

APPENDIX 11.9.3, Page 2of2

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**APPENDIX 11.9.3**

**FUNERAL, MEMORIAL SERVICE AND REPAST**

**MEMBERS\* AGREEMENT**

**POLICY:**

**Final plans for Funeral (Order of Worship) and Repast must be approved by the Pastor 3 days prior to the Funeral.**

**No more than 3 persons for remarks. If open remarks, then the 3 people must be identified beforehand.**

**All Audio Visuals are due in the church office 2 days prior to the Funeral.**

All fees must be paid in full 2 days prior to the funeral by check, or money order. Please make check or money order payable to Wesley Chapel UMC.

**Please make a separate check for the $300 deposit and it will not be deposited. It will be returned if there are no damages after a walk-through at the conclusion of the Funeral, Memorial Service or Repast by the Trustee-On-Duty.**

**\***A Member is an individual who is currently on the church roll who has been an active member in the life of the church or was an active member until becoming inactive due to long-term illness or disability whether at home or Nursing Home; and those away on military duty or at school.

**\*\***Cost is prorated for any time over 3 hours up-to $150.00 per hour.

I have read and understand the Wesley Chapel United Methodist Church guidelines/policies and condition of this agreement, and hereby agree to contents written therein:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINT YOUR NAME DATE

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SIGNATURE WESLEY CHAPEL STAFF

114

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**APPENDIX 11.9.4**

**FUNERAL, MEMORIAL SERVICE AND REPAST**

## NON-MEMBERS AGREEMENT

**Funeral:** $2450 – includes Sanctuary, Keyboardist, Soloist, Sound Tech, Media Support Live Streaming, Trustee, Nutrition, and Custodian - **$300 Refundable Deposit**.\*

**Repast:** $15 per person (paper products included).

Renter may have food catered; carter will supply their own paper products, equipment, and utensils.

**Timeframe for Funeral is 3 hours:**

10:00am -11:00am - Lie in State

11:00am - 1:00pm - Funeral

**w/Repast – 5hours:**

Repast – 2 hours from time of return from internment.

$150 for each additional hour over 3/5 hours. (Prorated)\*\*

Deceased Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Name First Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address City State Zip Code

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Home Telephone Cell Phone Work Phone

**Requested Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day of Week Date Time

Approximate Number of Guests for Repast:

**FUNERAL DIRECTOR:**

**Name:**

**Address:**

Street City State Zip Code

**Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

115

APPENDIX 11.9.4, Page 2of2

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**APPENDIX 11.9.4**

**FUNERAL, MEMORIAL SERVICE AND REPAST**

**NON-MEMBERS AGREEMENT**

**POLICY:**

**Final plans for Funeral (Order of Worship) and Repast must be approved by the Pastor 3 days prior to the Funeral.**

**No more than 3 persons for remarks. If open remarks, then the 3 people must be identified beforehand.**

**All Audio Visuals are due in the church office 2 days prior to the Funeral.**

\*All fees must be paid in full 2 days prior to the funeral by check, or money order. Please make check or money order payable to Wesley Chapel UMC.

\*Please make a separate check to Wesley Chapel for the $300 deposit and it will not be deposited. It will be returned to the designated person if there are no damages after a walk-through at the conclusion of the Funeral, Memorial Service or Repast by the Trustee-On-Duty.

**\*\***Cost is prorated for any time over 3 hours up-to $150.00 per hour.

I have read and understand the Wesley Chapel United Methodist Church guidelines/policies and condition of this agreement, and hereby agree to contents written therein:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINT YOUR NAME DATE

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SIGNATURE WESLEY CHAPEL STAFF

116

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**APPENDIX 11.10**

397 RACETRACK ROAD, MCDONOUGH, GA 30252

770-957-4728 OFFICE

## MEMBER EVENT RESERVATION CONTRACT

**TYPE OF EVENT:** (Please circle one)

Baptism Luncheon Recital Bible Study

Meditation Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ORGANIZATION/GROUP NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CONTACT INFORMATION:**

Last Name First Name

Street Address City State Zip Code

Home Phone Cell Phone Work Phone

**MEMBER: YES / NO**

**REQUESTED DATE:**

Day of Week Date Year

Event Start Time Event End Time Rehearsal Time

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate Number of Guests

**ROOMS REQUIRED: EQUIPMENT NEEDED:**

\_\_\_\_\_\_ Thomas Hall \_\_\_\_\_\_ Classroom #\_\_\_ \_\_\_\_\_\_ PA System

\_\_\_\_\_\_ Sanctuary \_\_\_\_\_\_ Conference Room \_\_\_\_\_\_ Big Screen TV

\_\_\_\_\_\_ Kitchen \_\_\_\_\_\_ Projection Sys.

This contract is subject to the conditions listed on the following pages. Please read it completely before signing.

117

APPENDIX 11.10, Page 2of3

**CONTRACT CONDITIONS**

**GENERAL POLICY:**

No function will be booked after 6:00pm.

The church must be clear by 10:00pm.

No more than six hours will be allotted for each function.

Smoking is not permitted in any part of the church facility. User will be responsible for informing guests of this policy.

Under no circumstances will alcoholic beverages be served, nor will anyone under the influence of alcohol be permitted to participate in the function.

**FEE SCHEDULE:**

Deposit (Incidental fee) \*\* $300.00

Use of Thomas Hall\*\*\* $400.00

Use of Sanctuary $500.00

Kitchen $250.00

Trustee $100.00

Custodian $200.00

Sound System $100.00

Sound Tech $150.00

Media Operator $150.00

Live Streaming $250.00

Classroom $ 50.00 each

Conference Room $100.00

\*\* Refundable if no damaged or missing items.

\*\*\* Include the use of round tables and folding chairs

**FEE PAYMENT:**

One half (1/2) of the total fees must be paid at the booking.

**All fees must be paid in full two (2) weeks prior to the event by CASHIER’S CHECK, or MONEY ORDER made payable to Wesley Chapel UMC.**

**CEREMONY PREPARATION:**

The church facilities will be open (2) hours prior to the scheduled event.

118

APPENDIX 11.10, Page 3of3

**CANCELLATION:**

1. Thirty days prior to the event: one half (1/2) of the deposit fee will be refunded. **No refund will be made if the cancellation is within thirty days.**
2. Full refund will be made if cancellation is caused by conditions arising from **Acts of God** (i.e., hazardous weather, etc.).

**CATERER:**

The Caterer must be licensed and must submit credentials to the Administrative Assistant at least thirty (30) days before the event.

Caterers are responsible for the following:

1. The reception and its details.
2. To bring his/her own serving utensils, equipment, and supplies.
3. Cleaning the kitchen in accordance with the Kitchen Procedures.
4. Removal of all trash from the kitchen and Fellowship Hall to the dumpster.

I have read and understand the Wesley Chapel United Methodist Church guidelines/policies and condition of this agreement, and hereby agree to contents written therein:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINT YOUR NAME DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE WESLEY CHAPEL STAFF

119

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**APPENDIX 11.11**

397 RACETRACK ROAD, MCDONOUGH, GA 30252

770-957-4728 OFFICE

## NON-MEMBER EVENT RESERVATION CONTRACT

**TYPE OF EVENT:** (Please circle one)

Baptism Luncheon Recital Bible Study

Meditation Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ORGANIZATION/GROUP NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CONTACT INFORMATION:**

Last Name First Name

Street Address City State Zip Code

Home Phone Cell Phone Work Phone

**NON-MEMBER: YES \_\_\_\_ NO \_\_\_\_\_**

**REQUESTED DATE:**

Day of Week Date Year

Event Start Time Event End Time Rehearsal Time

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate Number of Guests

**ROOMS REQUIRED: EQUIPMENT NEEDED:**

\_\_\_\_\_\_ Thomas Hall \_\_\_\_\_\_ Classroom #\_\_\_ \_\_\_\_\_\_ PA System

\_\_\_\_\_\_ Sanctuary \_\_\_\_\_\_ Conference Room \_\_\_\_\_\_ Big Screen TV

\_\_\_\_\_\_ Kitchen \_\_\_\_\_\_ Projection Sys.

This contract is subject to the conditions listed on the following pages. Please read it completely before signing.

120

APPENDIX 11.11, Page 2of3

**CONTRACT CONDITIONS**

**GENERAL POLICY:**

No function will be booked after 6:00pm.

The church must be clear by 10:00pm.

No more than six hours will be allotted for each function.

Smoking is not permitted in any part of the church facility. User will be responsible for informing guests of this policy.

Under no circumstances will alcoholic beverages be served, nor will anyone under the influence of alcohol be permitted to participate in the function.

**FEE SCHEDULE:**

Deposit (Incidental fee) \* $300.00

|  |  |
| --- | --- |
| Use of Sanctuary | $1,000.00 |
| Use of Thomas Hall\*\* | $800.00 |
| Kitchen | $500.00 |
| Trustee | $100.00 |
| Media Operator | $150.00 |
| Custodian | $200.00 |
| Live Streaming | $250.00 |
| Sound Tech | $150.00 |
| Classroom | $100.00 each |
| Conference Room | $200.00 |

\* Refundable if no damaged or missing items.

\*\* Include the use of round tables and folding chairs

**FEE PAYMENT:**

One half (1/2) of the total fees must be paid at the booking.

**All fees must be paid in full two (2) weeks prior to the event by CASHIER’S CHECK, or MONEY ORDER made payable to Wesley Chapel UMC.**

**CEREMONY PREPARATION:**

The church facilities will be open (2) hours prior to the scheduled event.

121

APPENDIX 11.11, Page 3of3

**CANCELLATION:**

1. Thirty days prior to the event: one half (1/2) of the deposit fee will be refunded. **No refund will be made if the cancellation is within thirty days.**
2. Full refund will be made if cancellation is caused by conditions arising from **Acts of God** (i.e., hazardous weather, etc.).

**CATERER:**

The Caterer must be licensed and must submit credentials to the Administrative Assistant at least thirty (30) days before the event.

Caterers are responsible for the following:

1. The reception and its details.
2. To bring his/her own serving utensils, equipment, and supplies.
3. Cleaning the kitchen in accordance with the Kitchen Procedures.
4. Removal of all trash from the kitchen and Fellowship Hall to the dumpster.

I have read and understand the Wesley Chapel United Methodist Church guidelines/policies and condition of this agreement, and hereby agree to contents written therein:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINT YOUR NAME DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE WESLEY CHAPEL STAFF

122

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**APPENDIX 11.12**

397 RACETRACK ROAD, MCDONOUGH, GA 30252

770-957-4728 OFFICE

## MAJOR EVENT RESERVATION CONTRACT

**TYPE OF EVENT:** (Please circle one)

Musical Concert Workshops Worship Service

Conferences Plays/Shows Induction Ceremony

Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ORGANIZATION/GROUP NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CONTACT INFORMATION:**

Last Name First Name

Street Address City State Zip Code

Home Phone Cell Phone Work Phone

**REQUESTED DATE:**

Day of Week Date Year

Event Start Time Event End Time Rehearsal Time

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate Number of Guests

**ROOMS REQUIRED: EQUIPMENT NEEDED:**

\_\_\_\_\_\_ Thomas Hall \_\_\_\_\_\_ Classroom #\_\_\_ \_\_\_\_\_\_ PA System

\_\_\_\_\_\_ Sanctuary \_\_\_\_\_\_ Conference Room \_\_\_\_\_\_ Big Screen TV

\_\_\_\_\_\_ Kitchen \_\_\_\_\_\_ Parking Attendants \_\_\_\_\_\_ Projection Sys.

This contract is subject to the conditions listed on the following pages. Please read it completely before signing.

123

APPENDIX 11.12, Page 2of3

**CONTRACT CONDITIONS**

**GENERAL POLICY:**

No function will be booked after 6:00pm.

The church must be clear by 10:00pm.

No more than six hours will be allotted for each function.

User must furnish their own security and bring their own musical instruments.

Any items for sale must be known and approved before signing of this contract.

Smoking is not permitted in any part of the church facility. User will be responsible for informing guests of this policy.

Under no circumstances will alcoholic beverages be served, nor will anyone under the influence of alcohol be permitted to participate in the function.

**STANDARD FEE SCHEDULE:**

Deposit (Incidental) $1,500.00\*

Sanctuary $3,000.00\*\*

Use of Thomas Hall\*\*\* $800.00

Parking $600.00/$2 per car\*\*\*\*

Trustee $150.00

Sound Person $200.00

Classroom $100.00 each

Custodian Fee $200.00

\*Refundable if no damaged or missing items.

\*\*Based on ticket sell – 25% of final cost

\*\*\*Include the use of round tables and folding chairs

\*\*\*\*When Wesley Chapel provides parking attendants.

**FEE PAYMENT:**

One half (1/2) of the total fees must be paid at the booking.

**All fees must be paid in full two (2) weeks prior to the event by CASHIER’S CHECK, or MONEY ORDER made payable to Wesley Chapel UMC.**

**CEREMONY PREPARATION:**

The church facilities will be open (2) hours prior to the scheduled event.

124

APPENDIX 11.12, Page 3of3

**CANCELLATION:**

1. Thirty days prior to the event: one half (1/2) of the deposit fee will be refunded. **No refund will be made if the cancellation is within thirty days.**
2. Full refund will be made if cancellation is caused by conditions arising from **Acts of God** (i.e., hazardous weather, etc.).

**CATERER:**

The Caterer must be licensed and must submit credentials to the Administrative Assistant at least thirty (30) days before the event.

Caterers are responsible for the following:

1. The reception and its details.
2. To bring his/her own serving utensils, equipment, and supplies.
3. Cleaning the kitchen in accordance with the Kitchen Procedures.
4. Removal of all trash from the kitchen and Fellowship Hall to the dumpster.

I have read and understand the Wesley Chapel United Methodist Church guidelines/policies and condition of this agreement, and hereby agree to contents written therein:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINT YOUR NAME DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE WESLEY CHAPEL STAFF

125



**APPENDIX 11.13**

# RENTAL CONTRACT FOR TABLES AND CHAIRS

I acknowledge and agree with the following rental fees.

**Wesley Chapel UMC Members**

$1.00 Per Chair $5.00 Per Round Table $10.00 Per Rectangle Table

**Non-Members**

$1.50 Per Chair $10.00 Per 60-inch Round Table $15.00 Per 72-inch Rectangle Table

**Members and Non-Members Refundable Deposit**

$10.00 Per every 5 Chairs $40.00 Per Table

Equipment must be returned on the return date indicated; must be returned clean, sanitized, and in serviceable condition. A staff member or Trustee must approve the condition of the returned equipment.

I have agreed to rent the following on date needed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pickup Time** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Return Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Return Time**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**# Round Tables\_\_\_\_\_\_\_\_\_\_\_\_ Cost\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Refundable Deposit Fee\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**# Rectangle Table\_\_\_\_\_\_\_\_\_\_\_ Cost\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Refundable Deposit Fee\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**#Chairs\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cost\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Refundable Deposit Fee\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total Cost\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Refundable Deposit Fees\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Witnessed: (Trustee)\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Picked up: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Returned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please submit 2 separate checks. One check for rentals fees and another check for the deposit.**

**The refundable deposit check will be returned upon return of items damage free.**

**We also accept cash and money orders for payment.**

**126**

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**APPENDIX 11.14**

# CHURCH SECURITY PLAN

**TO BE PUBLISHED**

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127

## **APPENDIX 11.14.1**

128

Appendix 11.14.1, Page 2of5



129

Appendix 11.14.1, Page 3of5

Property Checklist *(continued*

SECURITY SYSTEMS **Yes**  **Needs** **Recommendation**

**Attention**

25. Do we control who has access to the church (key, security

code, magnetic card)?

1. Do we maintain a current list of those who have access to the building?
2. If we secure entrances with electronic keypads, do we change the code regularly?
3. Do we ask a church representative to open the church building for guests and secure it when they leave, rather than give guests full access to our building?
4. Do we have a security alarm system? If so, do we test itregularly and maintain a testing log?
5. Do we have security cameras? If so, do we test them regularly to make sure they’re mounted properly and working correctly?
6. Do we use a remote lock on the front door and provide a way for visitors to be identified before they’re allowed into the church or into church offices during the week?
7. Have we installed a panic button in the church office so our administrative staff can swiftly call police without picking up the phone?
8. Do we have a wireless or portable panic button our pastor can carry?

VALUABLE ITEMS

1. Do we keep a detailed property inventory of all items that be- long to the church but aren’t attached to the building (computers, sound and video equipment, camcorders, etc.)?
2. If not, do we have a plan for conducting this inventory in the next three months?
3. Do we mark all valuables and keep them secured when not in use?
4. Do we restrict access to parts of the building that aren’t being used at a particular time?
5. Do we lock the doors of interior offices, classrooms, and other rooms needing restricted access when they are not in use?

130

Appendix 11.14.1, Page 4of5

GENERAL SAFETY PRECAUTIONS **Yes** **Needs** **Recommendation**

**Attention**

39. Do we minimize potential tripping hazards (cords, loose

rugs, steep steps, etc.)?

40. Have we examined all steps or stairs and addressed all hazards related to them (loose handrails, torn carpeting, poor illumination, etc.)?

1. Do we have an emergency phone in a public area that people can use to call 911?
2. Do we have a first aid kit? Is it checked regularly and stocked with appropriate items?
3. Do all occupied rooms have emergency lighting or flashlights with spare batteries, in case of power outages?

44. Do we have a method that allows volunteers to summon emergency assistance quickly?

STAIRS AND SIDEWALKS

1. Do we keep all stairs and sidewalks in good repair, including hand railings?
2. Are stairwells well-lighted, clean, and safe?
3. Are all wheelchair ramps properly constructed and lighted?

EMERGENCY EXITS

1. Are all exits clearly marked?
2. Are all paths leading to and from emergency exits clear of obstructions that could be hazardous during an emergency (musical instruments, people standing or sitting in aisles, etc.)?
3. Are emergency exit doors maintained and accessible? Do they trigger an alarm?

FIRE PREVENTION

1. Do we properly store all hazardous or flammable materials?
2. Do we use candles sparingly and extinguish them immediately after use?
3. Do we have an appropriate smoke and fire detection system? Does it automatically contact the fire department?

54. Are fire extinguishers inspected annually?

131

Appendix 11.14.1, Page 5of5

132

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**APPENDIX 12.1**

# PERSONNEL HANDBOOK

The policies and procedures in this handbook are not intended to be contractual commitments by WESLEY CHAPEL UMC and employees shall not construe them as such. They are intended to be descriptive of suggested procedures to be followed.

WESLEY CHAPEL UMC reserves the right to revoke, change, or supplement guidelines at any time with reasonable notice. No policy is intended as a guarantee of continuity of benefits or rights. No permanent employment or employment for any term is intended or can be implied by statements in this handbook.

133

TABLE OF CONTENTS

[GENERAL COMMENTS 136](#_Toc133921916)

[STATEMENT OF COMMITMENT TO PERSONNEL 136](#_Toc133921917)

[CONTINUITY OF POLICIES - RIGHT TO CHANGE OR DISCONTINUE 136](#_Toc133921918)

[SECTION A: EMPLOYMENT Statement Of Policies And Procedures 137](#_Toc133921919)

[EMPLOYMENT AT WILL 137](#_Toc133921920)

[EMPLOYEE STATUS FOR FEDERAL INCOME TAX PURPOSES 138](#_Toc133921921)

[IMMIGRATION LAW COMPLIANCE 13](#_Toc133921922)8

[HIRING PROCESS 138](#_Toc133921923)

[NEW HIRE REPORTING REQUIREMENTS 1](#_Toc133921924)40

[PROBATIONARY PERIOD 1](#_Toc133921925)40

[EMPLOYMENT OF MINORS 1](#_Toc133921926)40

[EMPLOYMENT OF RELATIVES 1](#_Toc133921927)41

[DISABILITY ACCOMMODATION 141](#_Toc133921928)

[DISPLAY OF LABOR POSTERS 14](#_Toc133921929)2

[SECTION B: COMPENSATION 14](#_Toc133921930)2

[TIME RECORDS 14](#_Toc133921931)2

[FINAL PAYCHECK 14](#_Toc133921932)2

[SECTION C: WORKPLACE GUIDELINES 14](#_Toc133921933)2

[PERSONAL APPEARANCE AND DRESS CODE 1](#_Toc133921934)43

[OPEN DOOR POLICY 1](#_Toc133921935)43

[TARDINESS AND ABSENCE 1](#_Toc133921936)43

[INCLEMENT WEATHER 1](#_Toc133921937)43

[LEAVING OFFICE DURING REGULAR HOURS 1](#_Toc133921938)44

[BREAKS AND LUNCH PERIODS 14](#_Toc133921939)4

[PERSONNEL FILES AND RECORDS 14](#_Toc133921940)4

[GRIEVANCES AND COMPLAINTS 14](#_Toc133921941)5

[SEXUAL AND OTHER FORMS OF HARASSMENT 145](#_Toc133921942)

[DRUG-FREE WORKPLACE 1](#_Toc133921943)46

[PERSONAL AND ETHICAL RESPONSIBILITIES 1](#_Toc133921944)46

[FINANCIAL INTEGRITY 1](#_Toc133921945)46

134

[COPYRIGHT INFRINGEMENTS 1](#_Toc133921946)47

[ACCESS TO AND REMOVAL OF CHURCH PROPERTY 1](#_Toc133921947)47

[WORKPLACE VIOLENCE 1](#_Toc133921948)47

[WORKPLACE SAFETY AND SECURITY 1](#_Toc133921949)48

[SAFE SANCTUARY 1](#_Toc133921950)48

[SECTION D: PROVISIONS TO ALL LEAVES OF ABSENCE 1](#_Toc133921951)48

[OTHER ABSENCES 1](#_Toc133921952)49

[SOCIAL SECURITY 1](#_Toc133921953)51

[WORKERS' COMPENSATION INSURANCE 1](#_Toc133921954)51

[FEDERAL AND STATE UNEMPLOYMENT PROGRAMS 1](#_Toc133921955)52

[CONTINUING EDUCATION AND PROFESSIONAL MEMBERSHIPS 15](#_Toc133921956)2

[SECTION E: PERFORMANCE STANDARDS 15](#_Toc133921957)2

[WORK PERFORMANCE 15](#_Toc133921958)2

[MISCONDUCT AND/OR UNACCEPTABLE BEHAVIOR 15](#_Toc133921959)2

[PROGRESSIVE DISCIPLINARY ACTION 15](#_Toc133921960)3

[POSITION DESCRIPTIONS 154](#_Toc133921961)

[PERFORMANCE EVALUATIONS 15](#_Toc133921962)5

[SECTION F*:* SALARY AND WAGE ADMINISTRATION 15](#_Toc133921963)7

[COMPENSATION PHILOSOPHY 15](#_Toc133921964)7

[COMPENSATION PROGRAM PURPOSE 15](#_Toc133921965)7

[POLICY: OVERSIGHT 15](#_Toc133921966)8

[EMPLOYEE CLASSIFICATIONS AND CATEGORIES 15](#_Toc133921967)8

[DETERMINATION OF SALARY/WAGE SCALES 15](#_Toc133921968)8

[EMPLOYEE PLACEMENT WITHIN SALARY WAGE SCALE 15](#_Toc133921969)8

[SECTION G: REFERENCE CHECKS FOR VOLUNTEERS 15](#_Toc133921970)9

[SECTION H: CONTRACTORS 1](#_Toc133921971)60

[Employee Statement Acknowledging Receipt Of Handbook 1](#_Toc133921972)61

135

## GENERAL COMMENTS

WESLEY CHAPEL United Methodist Church, (WESLEY CHAPEL), will care for its employees in a way that demonstrates a high regard and appreciation for the individual and his/her ministry service (1 Timothy 5:17-18, Colossians 4:1, Matthew 25:21, Galatians 6:2 and 1 Thessalonians 5:12-13). We will foster an atmosphere of reciprocal care between the staff and the congregation and remove as many encumbrances as possible to help the staff serve effectively and efficiently. We will encourage present and future staff to pursue excellence in ministry and reward them for their excellent performance. We will also strive to maintain our responsibility to be good stewards over the resources that have been entrusted to Church leadership.

This Personnel Policies and Procedures Manual is the property of WESLEY CHAPEL. The policies, procedures, rules, benefits, and other elements of this Manual pertain only to Church employees and have no bearing on persons outside the Church. The contents found in this Manual are provided for employee's use as a reference guide and summary of practices, methods and benefits and are not to be construed as legal documents nor used for strict interpretation of the policies and/or procedures provided herein. While leadership believes wholeheartedly in the plans, policies, and procedures described in these manuals, they are not to be considered conditions of employment. The Church reserves the right to modify, revoke, suspend, terminate, or change any or all such plans with or without notice. The language used in this manual is not intended to create nor are they to be construed to constitute a contract of employment or a guarantee of benefits between WESLEY CHAPEL and any or all of its employees. Furthermore, where not prohibited by law, the employment at will principle will apply. If employees or ministry leaders have questions or require additional information, they shall contact their supervisor, minister or Chair of the Staff Parish Relations Committee (SPRC).

**This handbook is not an employment contract between the church and any employee.**

# Statement of Commitment to Personnel

The church is committed to:

* Providing a work environment and leadership which unites employees and generates enthusiasm for the church and its services;
* Maintaining the highest standards of ethics;
* Valuing the importance of the employee’s role in accomplishing the church’s mission; and
* Providing training and opportunities for personal growth.

We are also committed to an open-door policy. The Lead Pastor commits to being available to any employee at any convenient time to discuss any job-related problems the employee may have. Each employee is encouraged to consult with his or her supervisor first but should always feel comfortable speaking directly with the Lead Pastor. We are committed to open communication among employees, recognizing that we can all do our jobs better when we act as a team.

Continuity of Policies - Right to Change or Discontinue

* To preserve the ability to meet WESLEY CHAPEL’s needs under changing conditions, WESLEY CHAPEL may modify, augment, delete or revoke any and all policies, procedures, practices, and statements contained in this manual at any time with reasonable notice.
* Such changes shall be effective immediately upon approval by the SPRC unless otherwise stated.

136

# SECTION A: EMPLOYMENT Statement of Policies and Procedures

This policy applies to all employment practices and personnel actions including advertising, recruitment, testing, screening, hiring, selection for training, upgrading, transfer, demotion, layoff, termination, rates of pay, and other forms of compensation or overtime.

**Equal Opportunity**

WESLEY CHAPEL is committed to equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, sex, marital status physical disability, mental disability, medical condition, veteran’s status, age, sexual orientation/onboarding or any other applicable protected class so required by the state or local statute or code, to the extent required by law. This would include providing reasonable accommodation to qualified applicants and employees with known physical or mental disabilities. This applies to all employment practices including hiring, promotions, training, disciplinary actions, termination, and benefits.

## Employment at Will

Under federal and state law, WESLEY CHAPEL has the right to terminate the employment relationship at any time, with or without cause or advance notice and the employee may resign at any time. This employment “at-will” relationship will remain in effect throughout employment with WESLEY CHAPEL.

This employment “at-will” relationship may not be modified by any form of oral or implied agreement. No Church leader, supervisor or Church representative has the authority to alter this relationship, and each employee shall never interpret such a person’s remarks as a contract to and/or as a guarantee of continued employment.

**Employment Classifications**

WESLEY CHAPEL’S Leadership has clarified the definitions of employment classifications further so that employees understand their employment status as it relates to governing matters and benefit eligibility. These classifications do not guarantee employment for any specified period of time and WESLEY CHAPEL’S employment “at-will” policy remains in effect at all times.

Church employees are grouped into two basic classifications for pay purposes:

Non-Exempt: (hourly) employees are covered under the overtime provisions of the Federal Fair Labor Standards Act and applicable state law. Non-exempt employees who are required to work overtime will receive overtime pay in accordance with the requirements of the Fair Labor Standards Act and any applicable state laws. This class includes non-supervisory employees.

Exempt: employees are primarily engaged in work that is executive, administrative, or professional in nature. These employees are exempt from the overtime pay provisions of the Fair Labor Standards Act and applicable state law. This class includes all appointed clergy, program staff, and other lay employees who are responsible for performing their own duties as well as supervising the work of other employees and/or performing administrative–type functions.

137

## Employee Status for Federal Income Tax Purposes

All employees of the Church, for federal income tax purposes, will be issued an IRS form W-2 at the end of each year to report taxable income less any properly authorized housing allowances, tax withholdings and miscellaneous required information.

Ministerial employees are exempt, by law from withholding of federal income taxes. As a service to the minister, the church will withhold taxes and submit them to the proper authorities. If the minister chooses to have this service, they will need to submit a Form W-4 to the Church. The Church will never withhold FICA taxes, nor match the employer portion of this tax on the minister. Furthermore, the minister can request an additional amount of federal income taxes to be withheld in an amount that equals their self-employment tax liability. If the minister requests such tax withholdings, these withholdings will be reported on the minister’s Form W-2 at year end.

## Immigration Law Compliance

WESLEY CHAPEL is committed to employing only United States citizens and those who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form, if they have not completed the I-9 form with WESLEY CHAPEL United Methodist Church within the past three years, or their previous I-9 is no longer retained or valid.

Copies shall be made of all documents that were verified on this form. These copies shall be stapled to the I-9 form and maintained in a separate file apart from the employee’s personnel file. Employees with questions or seeking more information on immigration law issues are encouraged to contact the Chairperson of the SPRC. Employees may raise questions or complain about immigration law compliance without fear of reprisal. A copy of the I-9 Form and instructions can be found at the Immigration and Naturalization Service’s website, www.ins.usdol.gov, by clicking on on-line forms.

## Hiring Process

The SPRC practices great responsibility in hiring individuals to carry out the mission of our Church. Therefore, it is the policy of the SPRC to recommend individuals for hire that meet qualifications, can fulfill their job requirements, and have an enthusiasm to serve at WESLEY CHAPEL. The SPRC will recognize the limitations of their budget as decisions are made concerning salary. These principles are offered as means of hiring individuals at WESLEY CHAPEL.

* To have a process of hiring individuals that promotes an environment of low anxiety
* To have appropriate communication between (SPRC), Finance Committee (FC), Lead Pastor, and Administrative Council
* To involve individuals in the selection committee that will promote success in hiring the best individual possible for the position needed
* To hire individuals that will promote the safety of the church, its members, and visitors

These categories will be included in the hiring process

1. Staffing Process

2. Communication between Committees concerning funding

138

3. Job Descriptions

4. Selection Committee

5. Advertising

6. Interviews

7. References

8. Background Checks

9. Raise

**Employment Applications**

All applicants must complete the Church’s Application for Employment. The application asks a number of questions which will assist the hiring employee and the SPRC and/or the Lead Pastor in evaluating the suitability of the candidate for the position.

**Interviewing**

All selected applicants must be interviewed by SPRC search team. This will provide SPRC with an opportunity to inquire into each applicant’s background and make a determination as to each person’s suitability for the position under consideration. For certain positions, the interviewing team or individual may conduct a second or third interview if necessary.

**Performing Background and Reference Checks**

WESLEY CHAPEL conducts criminal background checks on all new employees to determine suitability of employment. WESLEY CHAPEL also reserves the right to conduct criminal background checks of existing employees. In the event a criminal record exists, consideration will be given to the relationship between the conviction and the responsibilities of the position. A relevant job-related conviction is grounds for termination of employment. Conviction is defined as including all felonies and misdemeanors except minor traffic violations in relation to any position that does not require driving. For positions that do require operation of a motor vehicle, the term conviction shall include minor traffic violations. Falsification of application materials, including failure to disclose criminal convictions is grounds for termination. The Church will not give an applicant a “second chance” if during the screening process it was determined that the applicant has been involved in prior sexual misconduct.

**Hiring and Employee Orientation/Onboarding**

A Payroll Authorization will be prepared for the employee’s signature. The Employee Orientation/onboarding Checklist will be used as the basis for giving the orientation/onboarding.

The SPRC Chair and the designated transitioning team will be responsible for meeting with the new employee and completing any remaining forms or documentation as noted on the Orientation/onboarding Checklist.

The SPRC Chair or designee will briefly review the Policies and Procedures Manual with the new employee. The new employee is responsible for reading the employees handbook and the policies and procedures manual. Employees will sign the declaration in receipt of both.

139

The SPRC or designee will be responsible for completing an Employee Personnel File for the new employee and appropriately filing all personnel requisitions, interviewing and hiring information and other employment documentation in a designated secured location.

## New Hire Reporting Requirements

Federal and state law mandates that each employer report the name, address, and social security number of new hires within 20 days of hiring, unless the transmission is made electronically, then it must be made twice a month. In addition, the employer must report his name, address, and federal Employee Identification Number. This can be accomplished by using the Form W-4 or its equivalent containing the required information. Each report must list all new hires, along with the following information:

* Employee Name
* Employee Address
* Employee Social Security Number
* Employee’s first day of work (defined as first day the employee began earning a wage)
* Employer Name and address
* Employee Federal Employee I.D. Number

## Probationary Period

All non-ministerial staff are hired for a 90-day probationary period. At the end of this 90-day period, the staff person will be evaluated by their supervisor to determine if continued employment will be extended. This time period will also allow the staff person to decide if they would desire to continue their employment relationship with WESLEY CHAPEL. The “employment-at-will” policy will remain in effect during this probationary period, as well as all other periods of employment.

## Employment of Minors

All applicants for employment, who are not at least 18 years old, will be required to provide a valid work permit. Minors cannot work during school hours. Additionally, a parent/guardian acceptance letter and a Permission and Medical Consent must always be received before a minor is allowed to work at WESLEY CHAPEL. All relevant documentation shall be filed in the minor’s personnel file.

U.S. Department of Labor regulations also require that the Church maintain the following records on Church employed minors; 1) daily starting and quitting times; 2) daily and weekly hours worked; and 3) their job position. This information shall be obtained from the completion of the minor’s Time Record and maintained in the minor’s personnel file.

Minors are not allowed to work in any area of the Church where they could be assigned hazardous duties. Hazardous duties would consist of, but not be limited to: electrical work, construction projects, roofing repairs, operation of mowing equipment, driving of Church vehicles, etc.

The employment of minors could also be restricted by other terms and conditions as established by local, state, and federal law, and should only be considered in consultation with the SPRC Chair. All minors must also be appropriately screened as outlined in the above procedures. After the minor has been approved for employment, the minor will follow the normal employee orientation/onboarding/onboarding procedures.

140

## Employment of Relatives

No employee shall fill a position over which a member of his/her immediate family exercises supervisory authority. Members of an immediate family include any of the following: Husband, Wife, Child, Brother, Sister, Father, Mother, Aunt, Uncle, Spouse’s parents, spouse’s grandparents, spouse’s children, grandparents or other relative that reside in the employee’s household.

No church employee can continue employment, nor can an applicant for employment be hired if a member of his/her immediate family serves on a committee or church entity which either, by rule or practice, screens candidates for employment or recommend or determines financial compensation, or which may have direct or indirect supervisory or managerial responsibility for the position.

## Disability Accommodation

WESLEY CHAPEL United Methodist Church is committed to complying fully with the American with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodation is available to all disabled employees, where their disability affects the performance of their job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

**Reasonable Accommodation**

Upon written request, WESLEY CHAPEL provides reasonable accommodations to individuals with disabilities. Under the employment provisions of (Title() of the Americans with Disabilities Act, or ADA, employers ae required to provide “reasonable accommodation” as a means of overcoming unnecessary barriers that prevent or restrict employment opportunities for otherwise qualified individuals with disabilities.

It is the desire of WESLEY CHAPEL to extend reasonable accommodation to the known limitations of qualified persons with disabilities who are employees or applicants for employment, in order that these individuals may perform the essential functions of a position he applicant or employee with a disability to inform WESLEY CHAPEL that an accommodation is needed in order for him or her to participate in the application process, to perform the essential job functions, or to receive benefits and privileges of employment.

All requests for accommodations will be evaluated on an individual basis to determine the appropriateness of the request. Moreover, employment opportunities shall not be denied because of the need to make reasonable accommodations for an individual’s disability. To request a reasonable accommodation, the disable person must contact their Supervisor or the SPRC Chair and make the request in writing.

141

**Identification of Special Needs**

Individuals are encouraged to report any special needs to their Supervisor and/or the SPRC Chair so they may be protected during emergency proceedings. The employee shall make arrangements with these individuals if assistance is needed exiting the building during an emergency.

## Display of Labor Posters

The following federal labor law posters will be placed in a prominent and conspicuous location within the Church Office where they can be easily seen by employees and applicants for employment.

* Federal Minimum Wage and Overtime Poster
* “Equal Employment Opportunity is the Law “Poster
* Occupational Safety and Health Act (OSHA) Poster
* Workers Compensation Poster

# SECTION B: COMPENSATION

**Pay Periods**

Wesley Chapel practices a bi-weekly pay period. Employees receive wages for hours worked during this timeframe. If the pay period falls on a holiday, the payday will be the preceding normal workday. All special days including holidays, bereavement, sick days, and vacation are paid time off.

## Time Records

All employees of WESLEY CHAPEL must have monthly documentation of work performed as required. All non-exempt hourly employees are required to complete a Time Record that accurately reflects their actual hours worked leaves of absence and sicknesses. These Time Records must be submitted to the Chair of SPRC for approval on or by the 10th and 25th of each month no later than 9:00 a.m. Failure to turn in Time Records on a timely basis may result in a delay in pay.

Employees shall not record their starting time until they are ready to report directly to their workstation and begin work. Employees shall never record or sign the Time Record of another employee or *knowingly allow* someone else to record or sign his or her time record. If a change or correction is to be made on a Time sheet; both the employee and supervisor must initial the revision. Violations to these guidelines may result in disciplinary action, up to and including possible termination.

## 

## Final Paycheck

The final paycheck for voluntary terminated (resignation) employees will be available under the normal payroll pay cycle.

# SECTION C: WORKPLACE GUIDELINES

**General**

The purpose of these guidelines is to define WESLEY CHAPEL’s general workplace expectations. By keeping employees informed of these expectations both the Church and the employees will be able to operate God’s house in a more decent and orderly manner. WESLEY CHAPEL basic rule is very simple. If any employee

142

engages in activity detrimental to the best interest of the Church, its members, or its employees he or she will be appropriately disciplined. There will be consequences for improper behaviors. The workplace guidelines listed in these procedures shall not be considered as exhaustive or all inclusive.

Examples of activities detrimental to the Church includes, but are not limited to, habitual lateness and/or absenteeism, destruction /misuse of Church property, reporting to work under the influence of drugs or alcohol, stealing, insubordination, refusing to follow through an assignment, disclosing confidential information inappropriately, non- support of church guidelines, and others. This list is not all inclusive but provides an example of improper or unacceptable behavior.

## Personal Appearance and Dress Code

Appearances reflect not only on the staff person as an individual, but also on the Church as well. The appearance of staff members shall be appropriate to the occasion and their duties. Attire shall always be neat and attractive while on Church functions/responsibility and/or while officially representing the church. Church leadership expects staff to take pride in their appearance and strive to achieve a positive and professional image when representing the Church.

## Open Door Policy

One of the foremost goals of WESLEY CHAPEL United Methodist Church is to ensure that each employee has a way to express their concerns, problems opinions or suggestions. For all administrative matters, the employee shall talk with their immediate supervisor first and if their supervisor cannot resolve an issue that is brought to his or her attention, he or she will refer them to the next supervision for consultation with the Lead Pastor and the SPRC. For all personal matters, the employees may talk with the Minister, if they so desire.

## Tardiness and Absence

Each employee should work his/her assigned schedule on a punctual and consistent basis. However, the Church is aware that illnesses or emergencies may occur which could cause the employee to miss work.

The offices of the Church are open Monday through Thursday, 9 am to 3 pm; Fridays, 9am – 12 pm. If an employee is unable to report to work for any reason, they must call the Church office no later than 9:00 am. Employees shall talk directly to his/her supervisor or other designee. Leaving a message is only acceptable if no other Church staff is available, in the event the supervisor is also absent. Employees who are tardy or absent excessively or show a consistent pattern of absence, whether excused or unexcused, will be subject to disciplinary action, up to and including termination. If an employee does not call in or report to work for three consecutive scheduled workdays, such actions may be considered as a voluntary resignation or job abandonment.

## Inclement Weather

WESLEY CHAPEL offices and building shall remain open unless otherwise notified by the Lead Pastor or the Staff Parish Relations Chair. As with Sunday morning worship, when inclement weather happens the Lead Pastor in will make the determination to close the church offices and building or open the church offices and building at a later hour.

143

If the church offices and building are closed or open at a later hour the church lay staff will be notified, in a timely manner, by either the Lead Pastor or Staff Parish Relations Chair by any of the following media: Email, text, phone, local media and Church’s website. If the church staff is unable to travel to work or will be delayed getting to work because of inclement weather when the church offices and building are open they must contact both the Lead Pastor.

## Leaving Office during Regular Hours

When an employee leaves the offices, he/she is expected to obtain approval from their immediate supervisor stating their departure and the expected time of return to the office. Any delays in retuning shall result in a call to the office. The time out of the office must be properly recorded as uncompensated leave time on non-exempt employee’s Time Record.

## Breaks and Lunch Periods

All WESLEY CHAPEL employees who do not work more than six (6) hours in a workday may choose to waive their lunch periods.

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## Personnel Files and Records

It is critical that the Church maintains current and accurate information about each employee. Employees are expected to keep the supervisor informed of changes to their name, address, phone number, marital status, person to notify in case of emergency, and other legal information deemed critical by their supervisor.

A statement of marital status and the number of exemptions claimed for income tax withholding purposes shall be reported by the use of an Employee Withholding Exemption Certificate (IRS Form W-4). Normally, an employee may claim exemptions on this form equal to or less than the number of exemptions to be shown on his/her Federal income tax return. In addition, Form W-4 may be used to authorize the withholding of a specified amount of tax per pay period in excess of the amount required to be withheld under the normal Circular E tax table rules.

After filing a Federal tax return for the prior year, an employee with sufficiently large itemized income tax deductions, estimated for the ensuing year may be able to qualify for reduced withholding. The amount of reduced withholding can be determined by the employee from Schedule A of Form W-4. In order to reduce the withholding, a revised W-4 must be filed with the Payroll Office or immediate supervisory.

Personnel files will include the following types of employee information (list is not all inclusive):

* Position Description
* Offer of employment
* IRS Form W-4
* Performance evaluations
* Sign-up forms for employee benefits
* Performance memos
* Warnings and disciplinary actions

144

Employees will be allowed to review their personnel records that have been used to determine their qualifications for employment, promotion, compensation, termination or other disciplinary actions in the presence of the SPRC chair or her/his delegate. Employees are not allowed access to other employees’ files unless it is part of their position’s job duties. All employees’ personnel files shall be considered otherwise confidential and maintained in a confidential and secure location to be determined by the SPRC Chair and the Lead Pastor.

When it is necessary for an employee’s records to be sealed, the SPRC will have to approve accessing the file. Pre-employment reference and information from criminal court, credit or other reference records will be sealed and will be accessible only by the Lead Pastor and the Chair of the SPRC.

## Grievances and Complaints

Employees who have grievances or complaints regarding Church policies, procedures or organizational structure issues shall discuss these with the SPRC Chair or Lead Pastor. Discussions must be made within (3) workdays. The SPRC should respond within 5 working days. If the employee feels their grievance or complaint is unresolved by the SPRC. The SPRC shall respond within 10 working days. If the employee is still not satisfied, he/she may place the concern in writing to the Lead Pastor, who will review the matter and provide a final response.

Grievances or complaints between fellow employees shall be addressed immediately between themselves, as outlined in Matthew: 18. If these guidelines are unsuccessful, one or both shall then discuss with the SPRC Chair or Lead Pastor. WESLEY CHAPEL does not regard the use of these problem-solving procedures as a nuisance, but as an opportunity to correct dissatisfaction in job-related practices and policies. It is the Church’s practice to let every employee tell their side of the story, without penalizing him/her for expressing their point of view.

## Sexual and Other Forms of Harassment

The Church is committed to providing a work environment that is free of discrimination, harassment, or a hostile world environment. In keeping with this commitment, WESLEY CHAPEL prohibits unlawful harassment, including sexual harassment. Sexual harassment involves not only unwelcome touching and demands for sexual favors, but also any unwelcome sexual oriented behavior or comments that create a hostile or offensive work environment. It is important for every employee to understand that jokes, stories, cartoons, nicknames and comments about appearance may be considered offensive to others. In no way shall the above listed examples be considered all inclusive, but they are intended to provide guidance as to what may constitute a form of harassment.

Sexual harassment of employees by supervisor, coworkers, or others who visit WESLEY CHAPEL (i.e., vendors or church members) is prohibited. If an employee believes he or she is being, or has been harassed in any way, or has observed harassment in any way, they must report the facts of the incident or incidents to the Lead Pastor or SPRC Chair immediately, without fear of reprisal. They will investigate the allegations by considering the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred and determine whether the alleged conduct constitutes unlawful harassment. They shall document, in writing, their investigative findings and conclusions.

Every complaint will be taken seriously, investigated promptly, and held highly confidential. WESLEY CHAPEL will take affirmative steps to ensure that such behavior is not allowed or tolerated. Offenders shall be disciplined, up to and including termination and may lose any accrued benefits.

145

## Drug-free Workplace

WESLEY CHAPEL is a drug free workplace. The manufacturing, distribution, dispensation, possession of alcohol, illegal drugs or any controlled substance on Church property or in Church vehicles is strictly prohibited. It is a violation of WESLEY CHAPEL’s policy for employees to report to work or operated Church vehicles or equipment under the influence of alcohol, illegal drugs, or any controlled substances. WESLEY CHAPEL reserves the right to require employees to submit to a blood or urine test prior to employment or at any point during employment. Possessions or detection of drugs or alcohol or refusal to abide by this policy will subject an employee to disciplinary action, up to and including termination.

WESLEY CHAPEL may establish and maintain a drug and alcohol testing program that may require employees to submit to testing, depending upon the circumstances and what governmental regulations and insurance carrier stipulations either require or allow. If the employee has any questions or need additional information regarding the Church’s drug free policy, they must check with the SPRC Chair or the Lead Pastor.

## Personal and Ethical Responsibilities

All employees must conduct their personal affairs in such a fashion that their individual responsibility and the Church’s ministries and reputation are not jeopardized, and ethical and/or moral questions do not arise with respect to their association or work with WESLEY CHAPEL. Employees are expected to use good judgment and common sense by avoiding acts that could violate sound business ethics or cause harm to the Church and/or fellow employees.

Potential ethical conflicts could include receiving gifts, misappropriation of work time on Church property, biased selection of vendors or vendor contract, disclosures of confidential information to others or use for personal gain, etc. While these standards are not all-inclusive, compliance with ethical standards is the responsibility of every employee, church member employees or non-church member employees.

## Financial Integrity

All hired workers of WESLEY CHAPEL are to respect the Church’s budget process and final adopted budget.

**Confidentiality of Church Information**

During the course of the employees’ employment with WESLEY CHAPEL, they may have access to information of a highly sensitive and confidential nature. This information will be contained in Church records, correspondence with Church members and others, internal memoranda, and similar documents. Employees of WESLEY CHAPEL serve in a position of trust, and they have an obligation to the Church and to those persons to whom the Church ministers, to see that the confidentiality of this information is strictly maintained and protected. Unauthorized use or disclosure, even if inadvertent, compromises both the employee and the Church, and seriously erodes the confidence of others without which WESLEY CHAPEL could not effectively minister. Under certain situations, an employee may be asked to sign a Statement of Confidentiality.

Information regarding WESLEY CHAPEL or its members, or other persons to whom WESLEY CHAPEL may minister, of which the employee becomes aware as a result of their employment relationship, is considered confidential information.

146

The employee may not disclose, duplicate, or use this information except as required in the performance of their duties with the Church. Failure to adhere to these necessary standards may result in disciplinary action, up to and including termination.

Confidential information and messages shall never be sent to or received from an individual by use of the Church's fax, text messages, and voice mail or e-mail system. Furthermore, confidential information that is sent in the mail or an inter-office envelope shall always be sent in a sealed envelope marked "Confidential -- to be opened by Addressee only." Confidential documentation shall always be stored in a locked filing cabinet. Access to this material shall be allowed only to authorized individuals.

Following are several helpful tips that Church employees shall use in handling confidential information:

* Protect confidential papers that are on employee’s desk by keeping them face down.
* Safeguard confidential documents by storing them in a locked file cabinet when not in use.
* Mark each confidential folder or envelope "CONFIDENTIAL".
* Never leave personal notes and papers on your desk when you leave for the day.
* Shred confidential papers, notes and photocopies before they are thrown away in the trash.
* Use passwords to access personal and confidential files that are stored on personal computers.

The employee's obligation to preserve the confidentiality of information acquired during their employment continues even after the Church no longer employs them. The employee may not disclose, after separation of their employment, any information which they were not permitted to disclose during their employment. Moreover, the employee may not utilize the confidential information he or she acquired while employed at WESLEY CHAPEL even after their departure from the Church. Any information that an employee gains because of their position is considered confidential unless it is in the public domain.

## Copyright Infringements

Church leadership will not tolerate any forms of copyright infringements. Church owned copy machines, computers, sound recording devices or any other forms of duplicating or reproducing equipment shall not be used to copy or reproduce any form of copyright materials for ministry or personal use. This policy is strictly monitored. Violation of this policy can result in immediate termination**.**

## Access To and Removal of Church Property

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WESLEY CHAPEL has access at all times to Church property. The Lead Pastor, and designated leadership team together reserve the right to access employee’s office, workstation, filing cabinets, desks, credenzas, and any other Church property at its discretion, with or without advance notice or consent. Such access would also include records, documents, files, schedules, ledgers, etc. of a non-confidential nature. No property is to be loaned or removed from the Church grounds without the approval of the Lead Pastor or chair of the Trustee Board. Removal or destruction of official Church documents or records without the expressed consent of the Lead Pastor, the SPRC Chair, or Council Chair is strictly prohibited. *The full policy is in the WESLEY CHAPEL UMC Policy and Procedure Manual.*

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## Workplace Violence

It is the policy of Wesley Chapel to ensure employee and Church member safety on Church grounds. This policy includes, violence and threats of violence, but is not limited to:

147

any act which is physically assaulting

* any substantial threat to harm or to endanger the safety of others
* behaviors or actions interpreted by a reasonable person as carrying the potential for violence and/or acts of aggression
* any substantial threat to destroy property
* possession on Church property of any weapon or dangerous instrument (e.g., any type of firearms, certain knives, brass or metal knuckles, etc.)

## Workplace Safety and Security

Every effort will be made to ensure the safety and well-being of the employees, volunteers, Church members, and visitors of WESLEY CHAPEL. This will include while they are on the premises of the Church, involved in Church related or sponsored activities, and while using Church owned equipment.

WESLEY CHAPEL provides all employees with the tools, training, facilities, and information necessary to work in a safe and efficient manner. Employees are asked to approach their work with a thoughtfulness that reflects their respect for their own health and safety and that of their fellow employees.

WESLEY CHAPEL strives to comply with all workplace safety laws and regulations; employees are responsible for taking the opportunities provided to understand them and observe them. Our fundamental belief is that no one task is so important that it warrants risking the health or safety of any employee at any time.

If an on-the-job accident occurs, the employee must report it to the Lead Pastor and SPRC Chair immediately no matter how minor the accident may seem to be. Should a work-related injury occur, all WESLEY CHAPEL employees are covered by Workers Compensation Insurance. Questions or concerns about workplace health or safety shall be addressed to the Lead Pastor or Chair of the SPRC.

# Safe Sanctuary

**Purpose**

The members of this church are committed to providing a safe and nurturing environment for staff, members, and guests of all ages, to taking reasonable precautions to reduce the risk of child or adult maltreatment for all who participate in our programs or events, and to reducing the risk of false allegations or suspicions of the same. All staff members should refer to the “Safe Sanctuary Policy” located in the Policy and Procedure Handbook on the church’s website. These Policies and Procedures in the Safe Sanctuary Guidelines are intended to reflect our congregation’s commitment to preserving the Church as a Holy place where all people can experience the love of God through relationships with others. These apply to all church-sponsored events or programs, whether on or off the Church premises.

# SECTION D: PROVISIONS TO ALL LEAVES OF ABSENCE

WESLEY CHAPEL believes that employees should have opportunities to request time away from work to help balance their lives. Employees have diverse needs for time off from work. This policy is inclusive containing provisions for staff absences. Employees are accountable and responsible for managing their own time off if there is a need to cover vacation, illness or disability, personal appointments, emergencies, and all other needs that require time off from work. Whenever possible, requesting time off must be scheduled in advance.

148

Leave and time off is subject to the approval of the Lead Pastor based on group/office staffing needs.  Unscheduled absences should be limited to personal illness, injury, or emergencies.  Any absence of more than five days for personal illness or injury will require a doctor’s excuse upon return to work.  The doctor’s excuse must include any physical restrictions the employee must follow when the employee returns to work.  For any unscheduled absence the employee will indicate the reason for the absence on the employee’s monthly report.  

## Other Absences

**Maternity**

Compensation for maternity leave will be based upon accumulated Paid Time Off (PTO) for the employee as described above. Absence for maternity is approved as needed for up to three months for employees returning to work. Where there are medical complications, absence for maternity leave may be extended beyond three months.All requests for extended maternity leave will be made through the immediate supervisor to the SPRC. The SPRC will have the responsibility for making the final decision. Maternity leave will run concurrently with the provisions of the Family Medical Leave Act.

**Family and Medical Leave Act**

In keeping with the spirit of the federal law the Church offers up to 12 weeks of unpaid family and medical leave to its eligible employees. Any absence for an employee's illness or injury will run concurrently with the policy indicated in this handbook for Paid Time Off.

Under federal law, an employee is eligible for leave if he or she has worked for the Church for at least 12 months. During that time the employee must have worked a minimum of 1,250 hours with the Church. The Church may grant its eligible employee a total of 12 work weeks of unpaid leave during any calendar year for the following purposes: 1) caring for a child following his or her birth, adoption, or placement in the employee's home for foster care; 2) caring for a spouse, child, or parent who has a serious health condition; or 3) recovering from a serious health illness or injury which renders one unable to perform one's job responsibilities. Leave for childcare must be taken within 12 months of the date of birth, adoption, or placement. Upon return from leave the employee is entitled to his or her former position or an equivalent position with equivalent pay and benefits.

**Jury Duty**

Employees selected for jury duty are expected to return promptly to work when not actually detained by the court for jury service. Any absence for jury duty will be recorded on the employee's monthly report as jury duty. The employee on jury duty will receive his or her Church compensation and may retain jury duty pay.

**Bereavement Leave**

The Church recognizes that a time of bereavement is a very difficult one for an employee. In this regard, every effort will be made to ensure that the employee is able to attend to family matters. In the case of a member of the immediate family, as defined below for bereavement leave (employee's spouse, children, parents, brothers, sisters, grandparents, spouse's children, spouse's parents, spouse's grandparents, or

149

other relatives that reside in the employee's household), the full-time employee may be paid for the absence from scheduled work for a period not to exceed three (3) consecutive workdays; one day of which must be the day of the funeral.

Since death is an unexpected event that can occur at any time, the Church feels that an employee's 90-day probationary period does not have to be met before the employee can qualify for this paid absence. This benefit does not apply if the death occurs while the employee is on vacation, holidays, leave of absence or absence for any other reason.

Bereavement leaves, as defined in this policy, will not accrue, or accumulate, nor be paid if unused at year-end or upon termination of employment. Hourly pay for this form of leave will be computed at the employee's regular rate to a maximum of eight hours for one day. This leave pay shall not be credited as time worked for the purpose of computing overtime. Bereavement leave with pay will not be allowable for a holiday or when the employee is not scheduled to work.

At the request of an affected employee, and in the case of extreme and unusual circumstances, additional time off for a death in the family may be granted. The additional time off will be without pay, or charged against paid time off. These decisions are at the discretion of the Lead Pastor.

**Voting Leave**

Employees are encouraged to demonstrate responsible Christian citizenship by voting. Early voting is strongly advised.

**Military Leave**

Employees who are required, as members of the National Guard or a reserve unit, to attend a training period not exceeding two weeks will be granted the necessary time off. Otherwise, if there is an active call-up of staff members who are reservists or National Guard members, the USERRA provisions will apply. In the event such a call-up takes place, the Lead Pastor will be available to assist the staff members and their families with the requirements and options available.

Employees returning from active military service are entitled to reinstatement and other required rights in accordance with federal and state law.

**Workers' Compensation Leave**

A leave of absence will be granted whenever there is a work-related injury. The Church will comply with all applicable state and federal laws concerning leave time for work-related illness or injury. The Church's insurance agent will be called upon to assist staff in all workers' compensation matters. Employees on work-related illness or injury leave will be reviewed on a case-by-case basis.

**Mandated Administrative Leave**

An employee who has been accused or named in an allegation that needs to be investigated may be placed on mandated administrative leave. Such leaves can promote peace and harmony by temporarily separating the accused employee from his or her work environment while the employer performs the investigation. Leaves can also assist the employee physically, emotionally, and spiritually, especially in a conflicted situation.

150

All administrative leaves must be approved by the SPRC. The duration of an administrative leave will depend upon the time needed for the investigation process. The investigation will proceed to conclusion with all deliberate speed, mindful of the employee’s reputation and financial obligation to the congregation.

Generally, the investigated employee will receive his or her normal compensation and benefits while the investigation is in process. However, under certain circumstances, the employee may be placed on administrative leave without pay. The SPRC will determine the financial terms to all administrative leaves.

The employee placed on administrative leave must comply with the following conditions:

* Comply with all aspects of this policy.

* Remain out of the Church building and off Church grounds throughout the duration of the leave, except for worship services and regular Bible Study.

* Not initiate contact with any member of the Church staff, except for one member of the staff who may be designated, by prior mutual agreement, to deliver personal mail or other personal effects while on leave.

* Not conduct worship services, weddings, funerals, visitation, Bible studies, and etc. or any other normal job responsibilities as defined in the employee’s Position Description with WESLEY CHAPEL. Provisions can be made with the SPRC for cases of extraordinary family ministerial care.

The Chairperson of the SPRC and/or Lead Pastor, in counsel with the Administrative Council Chair, will assign a team of individuals to investigate the allegation against the employee, i.e., Lay Leader, Clergy and SPRC/HR Representative. The SPRC and /or Lead Pastor will also appoint individuals to perform the normal day-to-day duties of the person who is on leave.

Employees on leave of absence may be subject to layoff on the same basis as employees who are actively at work. Employees on leave of absence must communicate with the Lead Pastor at least once each month regarding their status and anticipated date to return to work. Employees who falsify the reason for their absence will be terminated.

# SOCIAL SECURITY

The employer's portion of Social Security and Medicare taxes (FICA) will be provided for all non- minister employees. Minister employees are considered "self-employed" for social security purposes and are required to pay the entire tax.

# WORKERS' COMPENSATION INSURANCE

Every employee of WESLEY CHAPEL is automatically covered by Workers' Compensation Insurance at the time of employment. The Church pays the entire premium for this coverage. The following benefit examples are provided to employees who sustain a work-related injury or illness: partial wage replacement for periods of disability medical care, including medicine, hospital, doctor, X-rays, crutches, etc. rehabilitation services, if necessary. Additionally, WESLEY CHAPEL is a drug-free workplace and subscribes to all requirements to maintain that status with our worker’s compensation carrier.

151

All employees are required to report any type of work-related injury or illness to their supervisor, as soon as it occurs, regardless of how minor the injury or sickness may be. Proper first aid and/or medical attention shall be sought immediately. Lead Pastor or his/her designee are required to complete an Accident Investigation Report on all work-related injuries.

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# FEDERAL AND STATE UNEMPLOYMENT PROGRAMS

Being a tax-exempt 501(c) 3 organization, WESLEY CHAPEL is exempt from paying federal and state unemployment taxes, and furthermore, has elected not to voluntarily participate in these programs. Therefore, all Church employees will not be eligible to draw unemployment benefits from these programs should their employment here be terminated.

# CONTINUING EDUCATION AND PROFESSIONAL MEMBERSHIPS

Where it can be demonstrated that WESLEY CHAPEL will benefit from an employee's participation in a continuing education program or professional organization, time away may be granted and the related expenses may be paid or reimbursed from Church funds. Requests for time away and payment of expenses related to continuing education programs and professional organizations must be approved in advance by the Lead Pastor.

# SECTION E: PERFORMANCE STANDARDS

**GENERAL INFORMATION:**

## Work Performance

Employees may be disciplined, up to and including termination, for poor work performance as determined by the Lead Pastor and sometimes the SPRC. Examples of poor work performances are outlined below, but are not limited to:

* below average work in quality or quantity
* poor behavior (attitude), including rudeness, lack of cooperation, acts of dissention within staff
* excessive absenteeism, tardiness, or abuse of break and lunch privileges
* failure to follow supervisory instructions or abide by Church policies and procedures.

## Misconduct and/or Unacceptable Behavior

Employees may also be disciplined, up to and including termination, for misconduct and/or unacceptable behavior. Examples of misconduct are outlined below, but are not limited to:

* acts of insubordination or lack of respect to others
* abuse, misuse, theft, or the unauthorized possession or removal of Church property or the personal property of others
* violation of the Church’s Use of Church Computer and Internet Access policy
* falsifying or making a material omission on Church records, reports, or other documents, including payroll, personnel, and employment records
* divulging confidential Church information to unauthorized persons

152

* disorderly conduct on Church property, including fighting or attempted bodily injury, the use of profane, abusive, or threatening language toward others, or possession of a weapon
* violation of any law adversely affecting the Church, or conviction in court of any crime that may cause the employee to be regarded as unsuitable for continued employment
* violation of the Church's alcohol, drugs, and controlled substances policy
* any offensive or inappropriate actions which could impugn or harm the integrity or reputation of the Church
* violation of the WESLEY CHAPEL Statement of Faith or its Policies and Procedures
* any immoral conduct which brings reproach upon the name of the Lord Jesus Christ and his Church
* use of tobacco products inside church facilities, inside church vehicles, or on Church property is prohibited.

All staff is to serve cooperatively with other staff coordinating their respective ministries with all other Church related programming. Staff is expected to exhibit loyalty to the Lead Pastor, other staff members and the mission of WESLEY CHAPEL. Any staff person fostering disharmony in any matter shall follow the scriptural principles as outlined in Matthew:18. If matters of disharmony cannot be resolved, this staff person will be given the opportunity to resign voluntarily or be involuntarily terminated.

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## Progressive Disciplinary Action

It is the policy of WESLEY CHAPEL to use progressive disciplinary action that whenever discipline is needed. that whenever disciplinary action is needed Because of the many set that might exist in any set of circumstances, it is not practical to set out the appropriate action for dealing with every employment problem. The range of actions could be from just mentioning the problem to the employee, up to and including immediate termination of employment. The Church reserves the right to enter into any phase of discipline, at any time, depending on the nature and frequency of offenses. Furthermore, dismissal need not be preceded by one or more less-severe sanctions. Consultation with the SPRC may be appropriate.

Whenever disciplinary action is needed it will always be done in a spirit of restoration. When an employee has been counseled without improving or corrective results, the following progressive actions may be performed. However, certain cases may warrant only one or two of the following steps, while others might require all three steps to be followed.

**Informal Oral Reminder**

This oral reminder shall be held in private to discuss the problem. The Lead Pastor or his/her designee reminds the employee of the need to meet acceptable standards of performance and conduct and seeks to obtain the employee’s agreement to perform properly in the future. In most situations, such an informal discussion with an employee shall

153

precede any formal discussion or warning. The Lead Pastor or his/her designee shall document in memo from the date, time, circumstances and responses of the employee regarding this oral reminder. This memo shall be placed in the employee’s personnel file.

**Formal Oral Reprimand Notice**

In this meeting the Lead Pastor will reiterate the unsatisfactory performance and/or conduct and stress the importance for improvement or correction. The employee and Lead Pastor must sign this warning. A copy of the warning will be given to the employee and the original forwarded to the employee's personnel file. The forwarding of this warning must be handled as “confidential.”

**Final Warning and Written Notice**

If the oral discussions have not corrected the situation, or should a problem of sufficient seriousness arise that an additional written notice to the employee is considered appropriate, a discussion shall be scheduled using a final written warning. This written warning shall include:

* An in-depth review of the problem. The documentation shall be as complete and specific as possible and shall not leave major issues or areas without being addressed.
* The development of an action plan to address the issues raised and a reasonable time period to accomplish the plan.
* The employee’s and Lead Pastor’s signature, to indicate receipt and understanding of what is expected.

The employee will be told at the conclusion of this meeting, that if corrections are not made to the satisfaction of the Lead Pastor, he/she will be terminated.

**Dismissal Notice**

The Lead Pastor will contact the SPRC to discuss the situation and desired plan of action. SPRC will advise as to what legal risks the Church could face based on its actions. Alternative suggestions and recommendations will also be discussed. If deemed necessary, legal counsel will be secured. If it is still deemed appropriate to terminate the employee, it will then be the responsibility of the Lead Pastor and the SPRC to inform the employee of his/her termination.

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# POSITION DESCRIPTIONS

All employees of WESLEY CHAPEL must have a current Position Description on file in the Office prior to hiring an applicant to fill a new or vacant position. A Position Description serves as an organizational and ministry aid for identifying and delegating responsibilities, coordination and division of work and prevention of duplication of efforts. These descriptions are only guides and are not all-inclusive of a person's abilities or the requirements for fulfilling their position. Further, they are not intended to be used as work limitations or restrictions on employee roles. All employees are expected to be team players and to help each other and the Church within reason and workplace safety guidelines. The Position Description should be reviewed annually, (preferably during each annual performance review) and discussed with the employee's supervisor as questions arise regarding position responsibilities and authority levels.

154

**Preparation**

The Position Description for a newly established position will be drafted initially by the SPRC requesting such a position. For an established position, the Position Description shall be updated noting changes in the principle function and areas of responsibilities. Descriptions shall always mirror the ministry directions and vision statements of WESLEY CHAPEL.

Whenever practical, the Lead Pastor/SPRC shall interact with employees in developing or reviewing existing descriptions for accuracy and clarity. If present descriptions are inadequate, the supervisor might request the employees to prepare a procedural flow of tasks. After reviewing the procedures which are actually being performed, the SPRC will be better prepared to create a new Position Description. The Lead Pastor shall always work in conjunction with SPRC and church HR Consultant to finalize the Position Descriptions. These descriptions must also be reviewed and updated as part of the employee's performance evaluation as mentioned below.

**Format and Content**

All Position Descriptions will be prepared in a consistent format. Their content shall consist of each of the following:

* Position Title: The title shall be short and simple yet as descriptive as possible.

* Reports To: The title of the immediate supervisor of the position.

* Date Prepared/Revised: This is the initial date of preparation or the latest revision date to the description.

* Principle Function: This shall be a short statement encompassing the basic function and objectives of the position and shall enable anyone reasonably familiar with the Church to understand the primary purpose of the position.

* Specific List of Responsibilities: This section shall describe with brevity, specific details of the major duties and responsibilities for performing the position. Whenever possible, descriptive terms used shall be related to the objectives or action of a particular ministry function rather than to indicate what is done (such as required physical activity like typing, filing, printing, etc.).

The complete job description will be available in the employee’s personnel file.

# PERFORMANCE EVALUATIONS

After completion of an employee's introductory period of employment, job performance appraisals are conducted quarterly with each employee by the Lead Pastor using an evaluation process approved and adopted by the SPRC. Copies of these appraisals will be maintained in personnel files. The Lead Pastor and SPRC are responsible for the appraisal of all employees. Additional evaluations may occur if an employee is promoted or if there are problems with an employee's job performance. Between scheduled evaluations, the Lead Pastor and/or the SPRC should discuss with employees on an informal basis any performance issues that warrant attention and should keep records or any significant incidents in the personnel file.

155

When performance is inadequate, employee shall be counseled about performance and SPRC members should ascertain his or her understanding of job requirements. SPRC members should ascertain whether there are any issues contributing to the employee's poor performance that are not immediately obvious. These issues should be resolved, if possible. A Performance Improvement Plan with performance goals which must be met in a specified period of time not to exceed six months may be implemented by the SPRC for any employee whose performance is unsatisfactory.

The approved SPRC process includes three yearly evaluations with the Lead Pastor in April, July, and October. In April, each employee will complete a self-evaluation; July is informal (mid-year review); October is formal evaluation with the Pastor. A transitional evaluation will be given in November as needed.

**TERMINATIONS**

**Voluntary Termination**

A voluntary termination is a termination that is initiated by the employee (also known as resignation).

**Staff Positions**

All hired positions shall give at least a two-week written notice to the Lead Pastor and Chair of the SPRC. This will provide the Church and appropriate supervisory duties with a minimum amount of time to respond to reassigning or acquiring additional staff, training and any other requirements to fill the position to facilitate a smooth transition.

**Procedures for All Staff**

The Lead Pastor or his/her designee shall perform the following procedures regarding voluntary terminations:

* Ask the departing employee to complete the Exit Interview Questionnaire and bring it to his/her exit interview. The information obtained from this questionnaire is used to improve the working conditions and environment at WESLEY CHAPEL.
* A Separation Notice must be properly completed. The terminated employee and immediate supervisor shall sign this notice.
* The final paycheck for a voluntarily resigning employee will be made available on the regularly scheduled payday. The treasurer or other designee prepare their final payroll check for pickup and issue a Statement of Earnings and Income Tax Withheld at yearend.
* Receive all keys, credit cards, and any other Church owned equipment or materials from the terminated employee before their final paycheck is issued to the employee.

**Involuntary Termination**

Staff members hired by the church require a simple majority of SPRC voting members and the Lead Pastor. In the case where a decision to terminate an employee, no additional repots will be made, due to privacy issues.

156

**Procedures for All Staff**

If an Exit Interview is appropriate, it shall be conducted and documented on the Employee Exit Interview Questionnaire. If at all possible, a Separation Notice shall be signed by the terminated employee and the Lead Pastor. If the terminated employee does not wish to sign the notice, this shall be so noted on the notice as it is being completed. The terminated employee's final paycheck will be prepared in advance or within 24 hours and will be issued to the employee after all of the above has been performed. The final paycheck will consider the employee's expense account where advances have not yet been returned.

Ask the terminated employee if they would like to provide a signed release for the purpose of giving a future reference to a prospective employer. If the terminated employee desires to provide such a release, have him/her complete Consent to Disclosure of Employment Reference Information Release and properly execute.

# SECTION F*:* SALARY AND WAGE ADMINISTRATION

**Statement of Policy:**

WESLEY CHAPEL will remunerate its employees in a way that demonstrates a high regard and appreciation for the individual and his/her ministry service (1 Timothy 5:17-18, Colossians 4:1, Matthew 25:21 and Thessalonians 5:12-13). We will foster an atmosphere of reciprocal care between the staff and the congregation and remove as many encumbrances as possible to help the staff serve effectively and efficiently. As an employer, we at WESLEY CHAPEL United Methodist Church recognize each employee, and every effort will be made to apply the scriptural principle that a "laborer is worthy of his hire."

WESLEY CHAPEL will provide a fair, consistent and equitable method of determining rates of pay for its salaried and hourly employees based upon the responsibilities, skills and qualifications required for each position. This method will also utilize objective criteria for the proper placement of each employee within employment classifications and applicable pay scales and allow for the establishment of salary and hourly increases based upon the results of each employee's performance evaluation.

## 

## Compensation Philosophy

The goal of a compensation program is simple – to compensate all employees fairly, based on what they do. Their compensation shall be based on their Position Description.

## Compensation Program Purpose

A compensation program takes the guesswork out of determining salaries and wages. In other words, subjectivity is replaced with objectivity. It will provide a tool for the employer to use when compensating employees and will help maintain equity throughout the Church.

As employers, we also need to maintain our responsibility to steward the resources that have been entrusted to us. A compensation program helps provide objective criteria for setting salaries and wages and serves as a guide for compensation increases. It will help the leadership maintain balance concerning salaries and wages and further help them to manage more effectively.

157

## Policy: Oversight

The SPRC and Lead Pastor will be responsible for the oversight of the Salary and Wage Administration Plan policies and procedures. Employee performance evaluations do not guarantee a salary/wage increase nor do they alter, modify, or amend the "at will" employment relationship between the employee and the Church. Furthermore, the accomplishment of this Plan is conditioned upon a favorable financial position of the Church's General Operating Budget.

## Employee Classifications and Categories

The staff of WESLEY CHAPEL consists of three classifications: [1] Ministerial Staff (Ordained /non-ordained), [2] Administrative/Support Staff/Independent Contractors, [3] Director of Music Ministry. Each of these classifications accommodates a variety of pay scales.

## 

## Determination of Salary/Wage Scales

The SPRC will be responsible for reviewing the pay scales annually. This will be accomplished by reviewing the responsibilities of the approved Position Description.

## Employee Placement within Salary Wage Scale

Initial Placement within Salary/Wage Scales

An employee's salary/wage will be set based on his/her placement within the appropriate job classification pay scale. This will be accomplished by reviewing the responsibilities of the approved Position Description:

* determine if position is exempt or non-exempt
* related work experience
* education
* training
* skills and ability to perform the job
* performance
* responsibilities of the job
* length of employment at WESLEY CHAPEL
* any other pertinent considerations.

At the time of hiring, the initial salary/wage will be set using the above criteria, taking into account reports of performance from the employee's previous job. Positions shall never be placed within a salary/wage scale based primarily on the persons filling those positions nor their personal circumstances or situations.

**Compensation Increases and Evaluations**

As an overview, promotions to a higher grade or salary will be based primarily on the performance and accomplishment of the responsibilities as outlined in the Position Description and established objectives and goals for that year. A salary/wage increase shall not be given if the employee's performance does not meet planned expectations. Compensation increases are earned, they are not automatic.

158

**Evaluations shall accomplish three things:**

* They shall provide an opportunity to redefine and update an employee’s Position Description so there is a clear understanding of the employee’s responsibilities. Included in this area would be a review of the employee’s spiritual gift(s), abilities and passions. This is important because it allows the employer and the employee to evaluate if this person is a “good fit” for who God made the employee to be. Responsibilities in a position can change over time, so this shall be done annually.
* The evaluation shall review the performance over the past year. This will highlight the employee’s successes, weaknesses, accomplishments of set objectives and goals and will provide a basis for any merit compensation increase for the coming year. A Self Appraisal by Employee can be used for this process. A merit compensation increase shall not be given if an employee’s performance is not meeting their supervisor’s expectations. Merit compensation increases are earned, they are not automatic.

* The evaluation shall outline specific ministry objectives and goals for the coming year. This will tell the employee exactly what is expected in the coming year and will provide a basis for evaluation at the end of the year. This will also allow the supervisor to make sure the employee’s objectives and goals actually complement the overall ministry directions of WESLEY CHAPEL.

Annually, evaluations will be performed on each employee by the Lead Pastor/SPRC. Evaluation forms shall be completed by both the employee and the Lead Pastor. The employee shall be given the opportunity to rate his/her own performance and set their own personal and spiritual objectives and goals. These evaluations help determine improved employee performance and morale, identify training and development needs, assist staff with ministry planning and development, assess employee potential, and aid in several areas of internal employee relations. The completed evaluations will be furnished to the SPRC for their review. This committee will review each evaluation for fairness, consistency, and completeness of all Church employees. Support documentation for annual reviews and evaluations are to be filed in the personnel file of the employee/staff. All personnel records are confidential and kept in a secure site in the church office.

**Salary/Wage Freeze**

Employees are expected to perform in their position in a satisfactory manner. Whenever an employee is performing at a marginal or unsatisfactory level, the SPRC may choose to prevent the employee from receiving any increases in pay, including increases due to cost of living, for a specified period of time. During periods when pay has been frozen, the period is neutral time for the purposes of determining future pay increases.

# 

# Section G: REFERENCE CHECKS FOR VOLUNTEERS

**Criminal Background Checks**

Criminal background checks will be obtained by the Administrative Assistant on:

* All volunteers working with children under the age of 18.
* All people operating church vehicles.
* All persons seeking to serve as Counters.
* Other people as the Administrative Council deem necessary.

159

Volunteers will be given a copy of this policy and an authorization to obtain the information when volunteer service is being discussed. Releases are given to the SPRC Chairperson who will obtain the information. These records will be sealed and only accessible to the Lead Pastor and Chairperson of the SPRC.

The Church will not give those working with children a ‘second chance’ if during the screening process it is determined that the person has been convicted of sexual molestation. Leadership feels the care of minors under their responsibility is far more critical than taking the side of mercy for the person. The Lead Pastor or his/her designee will notify the person if information is reported that would prevent the person from volunteering in a particular area.

# Section H: Contractors

**Use of Contractors**

As circumstances dictate a contracted employee may fill some positions**.** A contractor is not an employee of the church and is expected to conduct themselves in a manner that reflects positively on the church. WESLEY CHAPEL currently has a total of six contractors in the areas of technology, media, custodial and music.

160

# Employee Statement Acknowledging Receipt of Handbook

I have received my copy of the *Employee Handbook* that outlines the policies, practices, and benefit guidelines of WESLEY CHAPEL, and I have read and I understand the information contained in the handbook. I understand that it is my responsibility to ask questions on any matters that are not clear to me.

Since the information in this handbook is subject to change as situations warrant, it is understood that changes in the *Handbook* may replace, revise, or eliminate one or more of the policies in this handbook. These changes will be communicated to me by the Lead Pastor/SPRC or through official notices. I accept responsibility for keeping informed of these changes.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature Date

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Name [Please Print]

161

**APPENDIX 14.1**



**WESLEY CHAPEL UMC**

**McDonough, Georgia**

# SAFE SANCTUARY POLICY

162

**Table of Contents**

[Guidelines for a Safe Sanctuary Policy. 16](#_Toc133927430)4

[Classification of Workers (two tiers). 16](#_Toc133927431)4

[Policy Standards and General Christian Moral Standard 16](#_Toc133927432)5

[Background Checks. 16](#_Toc133927433)5

[First Aid and CPR Training. 16](#_Toc133927434)6

[Child Sign-in. 166](#_Toc133927435)

[Children, Youth and or Vulnerable Adult Release. 16](#_Toc133927436)6

[Two Worker Rule. 16](#_Toc133927437)6

[Floaters. 16](#_Toc133927438)6

[Classroom Windows. 16](#_Toc133927439)6

[Open Door Counseling. 16](#_Toc133927440)6

[Transportation. 16](#_Toc133927441)7

[Sleeping Arrangements. 16](#_Toc133927442)7

[Two Adults will be always present. 16](#_Toc133927443)7

[Websites, Photos and E-mail 16](#_Toc133927444)8

[Definitions of and Types of Abuse 16](#_Toc133927445)8

[Reporting Abuse. 1](#_Toc133927446)70

Appendix A: [Report of Suspected Incident of Abuse 1](#_Toc133927447)72

Appendix B: [Verification of Safe Sanctuary Training/](#_Toc133927448) [[1](#_Toc133927448)](#_Toc133927449)[75](#_Toc133927448)

Confirmation of Receipt of Forms

Appendix C: [Wesley Chapel UMC Safe Sanctuary Covenant 1](#_Toc133927450)76

163

Appendix 14.1, Page 3of15

# Guidelines for a Safe Sanctuary Policy.

Why does Wesley Chapel UMC need a Safe Sanctuary Policy? First, the General Conference mandated it in 1996. Secondly, we need to protect our children, youth, and vulnerable adults\* from abuse. Thirdly, we need to protect our church, our staff and our servants from false accusations and lawsuits.

Wesley Chapel UMC believes that the spiritual, emotional, and physical well-being of our children, youth and vulnerable adults is imperative. We must do all that we can to nurture and protect our children, youth, and vulnerable adults. This policy is intended to provide a guide for that protection, as well as the protection of our adult workers and the church. This policy is enacted to ensure that the parents, members, servants, and staff of Wesley Chapel UMC have a clear understanding of what the policies and procedures are regarding the safety of our children, youth, and vulnerable adults. The leadership of Wesley Chapel UMC requests the cooperation of all in our church, as they must abide by the guidelines of this policy. Training sessions will be held Semiannual and more often depending on the needs of the church. All workers need to take a refresher course every five years.

**Supervision of the Safe Sanctuaries Policy.**

The Lead Pastor appoints the Lay Leader with oversight responsibility of the Safe Sanctuary Policy and execution of training. These policies govern all activities held by the church that involve children, youth under the age of 18, any adult with a mental age under 18 or any vulnerable adult.

These policies must be reviewed annually and re-approved by the Administrative Council and be presented at charge conference. These policies may be altered at any time with the approval of the Administrative Council.

# Classification of Workers (two tiers).

Wesley Chapel UMC uses the following classifications of its workers:

**Primary Workers**: All paid staff and servants in roles with a greater responsibility or risk shall be classified as primary workers and will be required to meet "primary worker" responsibilities. Primary workers have the primary responsibility for, interaction with and greater access to youth, children, and vulnerable adults. A primary worker must be a minimum of 21 years of age. Examples are workers in the nursery; Bible study; Sunday school teachers; youth counselors; and children church.

**Secondary Workers**: Secondary workers are servants who have occasional contact with children, youth, and vulnerable adults. These persons work with supervision of a primary worker. A secondary worker must be a minimum of 18 years of age. Examples are parents helping with a class or program such as Vacation Bible School. All servant workers must be at least 18 years of age. Youth under the age of 18 may assist with the Children Ministries, under the leadership of a primary worker, but adherence to the Two Worker Rule is mandatory.

164

Appendix 14.1, Page 4of15

All servant workers must be at least five years older than the children or youth with whom they will be working.

Any person wishing to work with the youth, children or vulnerable adults must have been a member of the church or have been a steady visitor for a minimum of six months before being allowed to serve. This policy can be waived only by the Lead Pastor, on a case-by-case basis, when needed.

All servants should serve as role models and should refrain from telling off-color jokes, using inappropriate language or gestures. Dress should be appropriate as should demonstrations of affection. Do not be the first to hug and always be the first to let go.

**This Policy Covers.**

This policy covers all Staff; Servant Leaders; Children; Youth; and vulnerable adult members and guests of Wesley Chapel United Methodist Church, located at 397 Racetrack Road, McDonough, GA 30252. This policy also covers, Scouts, and Special events involving children such as Smart Lunch/Smart Kids, VBS, and other activities away from our church.

# Policy Standards and General Christian Moral Standard

Servants that work in any area of children and youth ministries or with vulnerable adults at Wesley Chapel UMC are required to adhere to these policies and standards as moral Christians.

A statement of who should be charged with enforcing this policy and how to respond if the policy is not being enforced is below.

**Supervision of Children and Youth Workers.**

The church staff and Servants who supervise children and youth workers and workers with vulnerable adults are charged with enforcing this policy. Any violation of these policies or persistent failure to follow this policy can result in immediate dismissal, disciplinary action or reassignment to another area of work at the discretion of the Lead Pastor, Administrative Council and/or Staff Parish Relations Committee. If someone suspects this policy is not being enforced, they should bring it to the attention of the servant leader of the ministry/event or program in question. This person must take immediate action on this violation. All reports must be brought before the Lead Pastor within 24 hours.

# Background Checks.

Background checks will be done on all servants 18 years of age and over. They cannot be done on those under 18. TRAK 1 is used by our church for background checks. Any primary worker working with the youth, children, or vulnerable adults of Wesley Chapel UMC must undergo a national criminal background check. The report must show no serious offenses, or they will not be allowed to become a worker. Workers will not be allowed to chaperone an event off church grounds until the background check has been completed and the report has been cleared by the Lead Pastor or

165

Appendix 14.1, Page 5of15

his/her designee. A primary worker awaiting results may participate with on-site activities if they are supervised by another primary worker. A new background check should be done at least every five years; except bus drivers who will renew every three years.

# First Aid and CPR Training.

Training all workers, including staff, must be done. It is recommended that all workers have First Aid and CPR training. There should be at least two people CPR and First Aid certified at all children and youth activities. CPR certification is good for two years. Any worker supervising off site activities must be trained. Paid nursery workers shall be certified in infant CPR. Wesley Chapel will have training annually.

# Child Sign-in.

All children under the age of six (6) will be signed into a classroom or activity by the parent or guardian and picked up and signed out at the same location.

# Children, Youth and or Vulnerable Adult Release.

Children, youth and/or vulnerable adults need to be released to an authorized person. If being picked up by someone other than the parent or guardian, written permission should be obtained in advance. If this is not possible, the staff person may contact the parent or guardian and get verbal permission document the exchange (Date, time, person making the call, and the person who gave the authorization).

# Two Worker Rule.

There must be both one primary worker and one secondary worker or two primary workers in the room when there is a child, youth or vulnerable adult present. This rule is for the protection of the students as well as the adults.

# Floaters.

This rule allows for only one primary worker to be in a classroom when you have another primary worker floating the hall regularly. *When using this rule, the classroom door must remain open at all times*. This should only be done if two workers are not available.

# Classroom Windows.

All classrooms will have at least one window in the door. The window must not be covered at any time with decorations, etc.

# Open Door Counseling.

Any one-on-one counseling session with a child or youth will be done with the door open. When counseling is necessary, it should be done when another adult is nearby but not necessarily within hearing distance.

166

Appendix 14.1, Page 6of15

**Child Day Care.**

The nursery will follow the same rules, with one exception. The half door will always remain open when children are present.

# Transportation.

Rules will be established for offsite transportation and sleeping arrangements. If a church van or volunteer vehicles are used to pick up children, youth, or vulnerable adults, to bring to onsite activities, a proper transportation policy should be in effect that uses the two-worker rule. That can be a separate policy or can be incorporated into this policy. The type of written permission for trips will be included in this section instead of the next section.

# Sleeping Arrangements.

On church sponsored overnight trips, where motel type rooms are used, all youth and children should be assigned their own same sex rooms and adults will be assigned their own same sex rooms. The adult rooms should be in between the youth/children’s rooms if at all possible. The adults should check on the youth/children at random times throughout the night. Parent and Family Education and Communication in this area will be discussed prior to departure.

# Two Adults will be always present.

If boys and girls are participants, the adult leaders will include both men and women.

The number of servants will be determined by the number and age of participants, for example:

In the classrooms: Special events and Overnights:

Infants under 12 mos. 1:3 1st to 5th Grade 1: 4-6

Toddlers 1-2 yrs 1:5 6th to 8th Grade 1:5-7

3 yrs to Kindergarten 1:8 9th to 12th Grade 1: 10-12

1st to 5th Grade 1:10

* Unauthorized visitors will not be allowed to remain with the group.
* Participants will not be allowed to leave the designated meeting area without permission and supervision.
* One on one and behind closed door activities/events conducted will not be permitted in isolated areas away from trained supervisory persons.
* All ministry events will be carried out in appropriate locations with adequate equipment and trained adult supervisors present.

This is an approved policy of Wesley Chapel and will be communicated to the members at large with special emphasis on communicating to all parents of our children and youth. Copies of the policy will be available for all parents and other interested parties. A copy of the policy will be given to all new members. Any revisions to the policy must be communicated to the congregation as soon as possible.

From time-to-time educational events will be made available to parents and other interested parties. These events will provide information on the Safe Sanctuary Policy, child abuse and any other information that will enhance parenting skills.

167

Appendix 14.1, Page 7of15

Parents will be provided with advance notice of all regular scheduled and special youth and children's activities. Written permission will be required for participation in activities that are not on church grounds.

# Websites, Photos and E-mail

In this age of the internet, we need to protect our children and youth. While this may seem strong, there are many people looking on the internet, for any information they can find, in order to make improper contact with a child or youth.

E-mail communication is becoming more and more important. E-mail from adults sent to youth and children should be limited to information related to youth and children ministries. It should not be used to pass along jokes, etc. E-mail addresses of youth and children should be protected and not given out. Any photos on web sites, posted in classrooms or posted on bulletin boards should not identify individuals. If allergy signs are posted, they should not show the names. Written permission must be received from parents before any photo of children or youth is posted on a church sponsored website, in classrooms or on bulletin boards.

# Definitions of and Types of Abuse

The next section addresses definitions and how and when to report abuse or suspected abuse. It is very important to have a plan in place for proper reporting and to protect the victim and the church. The law requires that ALL adults must report abuse.

The following is a definition of child abuse supplied by The Georgia Department of Family and Child Services. The same definitions apply to elder abuse.

**Physical abuse** is injury to a child under age 18, by a parent or caretaker, which results in bruises, welts, fractures, burns, cuts, or internal injuries.

Neglect is the failure of the parent or caretaker to see that the child is adequately supervised, fed, clothed, housed, or provided medical care.

Vulnerable adults are adults who are mentally challenged and elderly adults or anyone over 18 years of age who may be vulnerable to physical, psychological, sexual, or financial abuse.

While much of this policy addresses the need to protect our children and youth, Wesley Chapel recognizes that abuse of impaired and older adults is a major concern. Many older adults are also subject to financial abuse. We must be vigilant for signs of abuse in our adult membership and report any suspected abuse, following the process outlined above. The local Department of Family and Child Services has a division with responsibility for supervising elder care.

**Abuse can be determined as:**

* Physical
* Sexual
* Emotional
* Ritual

168

Appendix 14.1, Page 8of15

* Neglect and Abandonment
* Financial Abuse or Exploitation

**Physical Abuse is the deliberate or intentional bodily harm done to a child, youth, or vulnerable adult that is non-accidental.**

* Possible Indicators:
  + Hostility and aggression toward others
  + Destructive behavior toward self, others and/or property
  + Unexplainable fractures or bruises
  + Fearfulness of parents and/or other adults
  + Burns, facial injuries, repeated bruises
  + Extreme changes in behavior

**Sexual Abuse is non-consensual sexual contact between a child and an adult, between two minors, and/or a minor and adults. It may include fondling, intercourse, incest, pornographic exploitation, or exposure.**

**Sexual abuse occurs when a parent or other adult uses a child under age 18 for sexual stimulation**.

* Possible Indicators:
  + Advanced sexual knowledge and/or behavior
  + Depression
  + Promiscuous behavior
  + Difficulty sitting or walking
  + Bruising/bleeding in vaginal or anal areas
  + Frequent headaches, extreme fatigue
  + Sexually transmitted diseases

**Emotional Abuse is the infliction of mental anguish by threat, intimidation, or humiliation. It may be spoken and/or unspoken. It may include violence or emotional cruelty.**

* Possible Indicators:
  + Depression and/or withdrawal
  + Lack of self esteem
  + Threatens or attempts suicide
  + Speech and/or eating disorders
  + Extreme passive/aggressive behavior
  + Excessively seeks adult approval

**Neglect and Abandonment**

* **Neglect** is endangering an individual’s health, safety, or welfare.
* 169
* Appendix 14.1, Page 9of15
* **Abandonment** is the desertion of a child, youth, or vulnerable adult by one who has assumed responsibility for care or custody of that person.
* Possible Indicators:
  + Failure to thrive, malnutrition
  + Inappropriate dress for climate
  + Chronic hunger
  + Depression
  + Untreated medical conditions
  + Poor hygiene, soiled clothing
  + Signs of being over or under medicated
  + In children, indication that education is being neglected

**Ritual Abuse is the regular, intentional physical, sexual, or psychological violation of an individual to appeal to a higher authority or power.**

* Possible Indicators:
  + Disruptions of memory
  + Unexplained mistrust and mood swings
  + Flashbacks
  + Fear of dark
  + Nightmares or sleep disorders

Any of the sexual abuse symptoms

In today’s culture, gang rituals are one example of where children/youth may experience this type of abuse.

**Financial Abuse or exploitation is the unauthorized or misuse of funds or property or assets belonging to a vulnerable adult by force, misrepresentation, or illegal means**

* Possible Indicators:
  + Home furnishings disappear
  + Little or no food in the house
  + Complains about things disappearing
  + Can’t find money or valuables, important possessions
  + Checkbook is missing or does not balance

*Financial abuse and exploitation are the fastest growing crime among those over 65.*

# Reporting Abuse.

Wesley Chapel regards any form of abuse and evidence thereof as unacceptable and has a strict policy regarding the reporting of such abuse. This is a serious criminal allegation and will be taken seriously. If a volunteer becomes aware of an abuse allegation, they must report it to a Wesley Chapel staff member IMMEDIATLEY\*. If there is not a staff member on the grounds, then the

170

Appendix 14.1, Page 10of15

Lead Pastor should be contacted at home, or their designee must be contacted. Please do not hesitate to contact a staff member if you feel there is abuse occurring. We want nothing but the best for our children, youth, and vulnerable adults. For ALL allegations, a report MUST be filled out and turned into the Lead Pastor within twenty-four hours **(see report Form at Appendix A**). If any further reporting is needed, the Lead Pastor and/or their designee will handle the future reporting, including a report to the District Superintendent and law enforcement. Should the press or TV become involved, only an approved church spokesperson should respond. It is better not to make any response. Do not try to interview the victim. Leave that process to the proper professional law enforcement official, who is better qualified.

171

Appendix 14.1, Page 11of13

**APPENDIX A**

## Report of Suspected Incident of Abuse

Name of worker observing/: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

receiving disclosure of abuse

Address: Phone #

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Victim's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Victim's Age/Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/Place of witnessed activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

or initial conversation with victim

Victim's Statement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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172

Appendix 14.1, Page 12of15

Name of person accused of abuse: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship of accused to victim: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Pastor/Ministry Supervisor to whom you reported: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Summary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The following should be completed by the Pastor/ Ministry Supervisor in charge:

Name of parent/guardian who reported: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/Time: ­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Summary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Call to Department of Family and Children Services

Spoke with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

173

Appendix 14.1, Page 13of15

Summary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Call to Local Law Enforcement

Spoke with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Summary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Other Contacts/Action Taken

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**Appendix A**

174

Appendix 14.1, Page 14of15

**APPENDIX B**

## Verification of Safe Sanctuary Training/

## Confirmation of Receipt of Forms

Wesley Chapel UMC is a Safe Sanctuary church. We pledge to provide a safe and holy place for children, youth, vulnerable adults, and persons who lead them in ministries. In support of our church policy and procedures, I have attended the Safe Sanctuary Training on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and have completed and signed all required forms.

\_\_\_\_\_\_\_\_ Application, providing 3 personal references.

\_\_\_\_\_\_\_\_ Applicant’s Covenant Statement.

\_\_\_\_\_\_\_\_ Authorization & Consent for release and Disclosure to run a criminal background check.

I have received

\_\_\_A copy of The Safe Sanctuary Policy and Procedures Guidelines

\_\_\_ Job Description and Employee Handbook (for paid personnel)

Please print name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trainers Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Circle appropriate status:**

I am (a servant/member/non-member/paid employee) working in the

(Nursery/ Children Church/ Sunday School/ Youth Ministries/ Adult Bible Study/ Adult Ministries)

**Appendix B**

175

Appendix 14.1, Page 15of15

**APPENDIX C**

## Wesley Chapel UMC Safe Sanctuary Covenant

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, pledge to Wesley Chapel United Methodist Church to assure the safety and spiritual growth and to maintain our church as a holy place to worship for all children, youth, and vulnerable adults. I have read and understand our church Safe Sanctuary Policy and will follow all guidelines set forth therein. If I should find any discrepancies or situations not covered in this policy that has to do with protecting or the safety of our children, youth, or vulnerable adults, I will notify the appropriate staff or the Lead Pastor immediately. I will report all necessary abuses, accidents or incidents as stated in the policy to the Lead Pastor or designated Staff within the reporting time frame listed. I have received a copy of the Safe Sanctuary Policy.

Please print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trainer’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Comments:**

**Appendix C**

176